



This is a digital copy of a book that was preserved for generations on library shelves before it was carefully scanned by Google as part of a project to make the world's books discoverable online.

It has survived long enough for the copyright to expire and the book to enter the public domain. A public domain book is one that was never subject to copyright or whose legal copyright term has expired. Whether a book is in the public domain may vary country to country. Public domain books are our gateways to the past, representing a wealth of history, culture and knowledge that's often difficult to discover.

Marks, notations and other marginalia present in the original volume will appear in this file - a reminder of this book's long journey from the publisher to a library and finally to you.

Usage guidelines

Google is proud to partner with libraries to digitize public domain materials and make them widely accessible. Public domain books belong to the public and we are merely their custodians. Nevertheless, this work is expensive, so in order to keep providing this resource, we have taken steps to prevent abuse by commercial parties, including placing technical restrictions on automated querying.

We also ask that you:

- + *Make non-commercial use of the files* We designed Google Book Search for use by individuals, and we request that you use these files for personal, non-commercial purposes.
- + *Refrain from automated querying* Do not send automated queries of any sort to Google's system: If you are conducting research on machine translation, optical character recognition or other areas where access to a large amount of text is helpful, please contact us. We encourage the use of public domain materials for these purposes and may be able to help.
- + *Maintain attribution* The Google "watermark" you see on each file is essential for informing people about this project and helping them find additional materials through Google Book Search. Please do not remove it.
- + *Keep it legal* Whatever your use, remember that you are responsible for ensuring that what you are doing is legal. Do not assume that just because we believe a book is in the public domain for users in the United States, that the work is also in the public domain for users in other countries. Whether a book is still in copyright varies from country to country, and we can't offer guidance on whether any specific use of any specific book is allowed. Please do not assume that a book's appearance in Google Book Search means it can be used in any manner anywhere in the world. Copyright infringement liability can be quite severe.

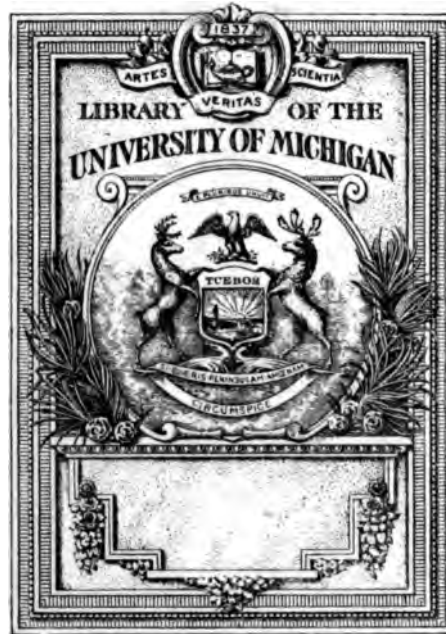
About Google Book Search

Google's mission is to organize the world's information and to make it universally accessible and useful. Google Book Search helps readers discover the world's books while helping authors and publishers reach new audiences. You can search through the full text of this book on the web at <http://books.google.com/>

B

887,207

58



6

711

W25

1917

USEFUL REFERENCE SERIES NO. 17

The Practical Use
of
Books and Libraries
(THIRD EDITION)

The
Practical Use
of
Books and Libraries

An Elementary Manual

By
Gilbert O. Ward
Technical Librarian
formerly
Supervisor of High School Branches
Cleveland Public Library

THIRD EDITION
REVISED AND ENLARGED

Boston, Mass.
The Boston Book Company
1917



Copyright, 1911, 1914, 1916, by
The Boston Book Company

The Riverdale Press, Brookline, Boston, Mass.

Preface

The object of this Manual is twofold — first, to provide very elementary instruction for young persons, such as high school students and library apprentices, who do not know how to use books and libraries, and second, to serve as an outline for teachers or librarians who have to give such instruction. It is not to inform the trained student or librarian. For these reasons, the selections from the indexes, the examples of catalogue cards, the various lists, etc., are chosen not as models, but as typical illustrations. For the sake of clearness and compactness, I have purposely left out details and exceptions whenever it seemed that their absence would not be practically misleading.

The order of study and method of instruction recommended for high school classes is given in the Teaching Outline which accompanies the Manual.¹

I owe thanks to numerous teachers and librarians for criticism of the Manual in manuscript and to Messrs. The Century Company, Funk & Wagnalls Company, and G. & C. Merriam Company, for permission to reproduce selections from their respective dictionaries. As to sources, I have made particular use of Dana's Bookbinding for Libraries, and Kroeger's Guide to the Study and Use of Reference Books.

¹NOTE.— The Teaching Outline is not issued to accompany the third edition of this book, but will be superseded by a forthcoming work of somewhat broader scope to be published in the early part of 1917.—*Publisher.*

Preface to the Second Edition

In this edition, the chapter on Reference Books and that on Magazines have been revised to bring their contents down to date, and the former has been considerably enlarged; explanatory lists of common abbreviations relating to books or found in library catalogues have been added and many minor changes made.

June, 1914.

Preface to the Third Edition

The whole text has been gone over and carefully revised wherever it seemed to demand greater clearness, simplicity, brevity, or point. This has meant the rewriting of many passages, and, in some cases, the rearrangement of matter. Some non-essential material has been dropped and a somewhat greater amount of new material has been added.

The changes are too many to mention in detail, but some of the more important are as follows: The magazine list has been made more representative of what the student encounters in using the general magazine indexes and has been arranged so as to give prominence to those periodicals of most general interest. Certain sections on debate work of which the subjects seemed as well or better treated in debating text-books have been replaced by detailed directions for making a working bibliography. The chapter on book buying has been prefaced with a description of some of the principal sources of information about books with especial attention to the subject of book reviews. Finally, the entire work has been reset.

Despite numerous changes, however, the general plan, intention, and method of presentation remain as in the first and second editions.

September, 1916.

Contents

Chapter	Page
Preface	v
Preface to the Second Edition	vi
Preface to the Third Edition	vii
I. The Structure and Care of a Book	1
II. The Printed Parts of a Book	5
III. The Arrangement of Books in Libraries	17
IV. The Card Catalogue	21
V. Reference Books	30
VI. Magazines and Magazine Indexes	59
VII. Reference Work: Bibliographies, Notes, Debating	73
VIII. Sources of Information about Books; Book Buying	85
Appendix: Specimen Extracts from the Dictionaries	99
Index	111

Chapter I

The Structure and Care of a Book

1. The structure of a book. — In learning to use books, the first thing to know is how to care for them. To do this intelligently, it is necessary to understand something of the way a book is built.

If we look through a new book carefully to see how it is put together, we discover that it is made up of a number of sections, and that each section in turn is made up of several pages. At the middle of each section in the fold between the two pages we find several long stitches.

In the process of binding, these sections are sewed together usually by machine, each section being caught by the thread to its neighbor. A piece of thin cloth is glued or pasted over the back to reinforce the sewing, and is allowed to overhang a little on each side. Over the cloth is pasted a strip of paper, which, with the cloth and the glue, helps to keep the book together and in shape. The book is then inserted in its covers or "case," which has been made and finished separately, and is pasted into the case by the overhanging edges of cloth. In a finished book the cloth can be seen showing through the paper on the inside of the cover. A book with its covers attached in this way is said to be "cased" (not "bound"), and most modern books are thus treated.

Sometimes, especially in the case of expensive books, the sewing is done by hand. In this case, the sections are sewed to a set of two or more cords or tapes running

2 The Practical Use of Books and Libraries

crosswise of the back of the book. The points at which the stitches at the middle of each section enter the paper show the position of the cords; and in an old book, where two sections have worked apart, the cords can be seen. The cords are laced into or pasted to the lids and the book then receives its covering of cloth or leather. A book which is thus treated is said to be "bound". Bound books are stronger than cased books.¹

2. Enemies of books.—The commonest enemies of books are rough handling, heat, moisture, and dirt.

All the ways of mishandling a book are too many to mention. Dropping or throwing, however, usually strains and weakens the cloth strips by which an ordinary book is glued to its covers, and may jolt the inside loose from the covers completely. Laying an open book face down tends to deform and may break its back, that is, crack the coating of glue, cloth, and paper which keeps the book in shape. When the latter happens, a permanent hinge is formed at the place where the book was opened, and the stitching at that point is always thereafter overworked as the book will naturally open there. Other things which strain a book are tight strapping, leaning on it when open, or using it as a holder for anything such as notes. To fold a leaf or turn down its corner cracks and spoils the paper permanently.

Heat dries and thus makes glue more likely to crack. It also warps covers, causes leather binding to rot, and paper to become brittle. For these reasons, a book should not be laid near a hot stove or radiator.

Wetting, as by a shower or being left in a damp place, tends to soften the glue, favors the growth of mildew,

¹ The processes described in this brief and incomplete way apply to the original binding of a book. The rebinding of public library books often differs in important respects from the original process.

and ruins covers and paper. If a book is wet by accident, it should be put in a dry but not warm place until it dries out.

Dirt, dust, and grease not only spoil the looks of a book and make it unpleasant to handle, but offer a home to disease germs. For this reason, a book should not be read with soiled or sweaty hands, nor laid upon any but a clean surface. Neither should leaves be turned by fingers moistened with the tongue. For sanitary reasons, likewise, one should not cough nor sneeze into a book.

3. The common care of a book. — In reading, a book should be touched or handled just enough to support it firmly and keep it open. To turn a leaf, apply the dry forefinger to the outer, upper corner. No marks or notes should be made in a borrowed book.

When not in use, a book should be kept closed and out of harm's way on bookshelf, desk, or table. For a bookmark, use a slip of paper; anything thicker such as a pencil or a handkerchief strains the binding.

Books on a shelf should stand loosely enough to let any one be easily withdrawn, and closely enough to hold each other upright. A good rule is, always to leave space for one more volume.

To ease a new or a stiff book, hold it with the back down on a table, letting the lids lie open so that they also touch the table. Open the leaves a short distance from the front and then an equal distance from the back, gently pressing them down; open a few more leaves at the front and again at the back, and so on until the middle of the book is reached. Do this several times if necessary. Never try to force a book to stay open by seizing the two halves tightly and bending them backward; such handling is almost certain to break

4 The Practical Use of Books and Libraries

the back. For cutting leaves, use a paper cutter or a knife, never the finger.

If a book borrowed from a library becomes damaged, do not try to mend it. To mend a book properly usually takes some skill and sometimes the services of a book-binder, hence amateur mending is likely to make matters worse. Call the attention of the librarian to any damage when the book is returned and let the library take care of it.

Chapter II

The Printed Parts of a Book

4. The printed parts of a book. — The principal parts of an ordinary book in the order in which they usually come are as follows: (1) title-page, (2) copyright date, (3) preface, (4) table of contents, (5) list of illustrations, maps, etc., (6) introduction, (7) the body of the book, (8) appendix, (9) index.¹ Anyone or all of these excepting (1) and (7) may be wanting in a given book; for instance, novels seldom have (8) or (9).

5. The pages preceding the body or text of a book are customarily numbered with Roman numerals (i, ii, iii, iv, etc.), but beginning with the first page of the text, the pages are numbered with Arabic numerals (1, 2, 3, etc.).

6. The title-page. — The title-page generally contains (1) the title, (2) the author's name, (3) the edition, if different from previous ones, (4) the place of publication, (5) the publisher's name, (6) the date of publication.²

7. The TITLE of a book usually gives some notion of the subject treated. It also often indicates the viewpoint or scope of a work; for instance, Guerber's "Myths

¹ Other parts often met with at the beginning of a book are: Half title (preceding the title-page), publisher's announcement, frontispiece, dedication, and sketch of the author. At the end of a book are sometimes found a "bibliography" or list of works written by the author, or of authorities consulted by him; "glossary" or explanatory list of unusual words; and notes.

² Other facts often found on title-pages are the names of editors, translators, compilers, and illustrators, kind and number of illustrations, number of volumes if a work is in more than one volume, and the name of the series if the book belongs to one.

of Greece and Rome *Narrated with Special Reference to Literature and Art*", Rhodes's "History of the United States from the Compromise of 1850 to the Final Restoration of Home Rule at the South in 1877". It frequently gives a clue to the treatment, or to the class of readers for whom the book is written; for example, Botsford's "History of Rome for High Schools and Academies". An introductory phrase such as *Elements of*, *Introduction to*, or *Principles of*, is likely to indicate a text-book; *Story of*, *Romance of*, a more or less popular treatment; and *How to*, practical directions in non-technical style. In the case of novels and works of the imagination in general, the title is much less likely to be useful as a guide to the reader.

8. The AUTHOR'S NAME is particularly important because the value of what is said so often depends on who says it. It is often followed by the names of other books which the author has written or of learned societies, institutions, etc., to which he belongs, degrees received from universities, etc. These facts help to fix the standing of a writer. Thus, if a man has written several books on the same subject or on kindred subjects, and belongs to a society which admits only workers who are interested in that subject, his words are likely to carry weight. If he is writing on something outside his field, his work is less likely to be valuable. If he has written on many, widely different subjects, and nothing else is said of him, he is likely to be simply a professional writer without a thorough knowledge of any one of them.³

³ In critical study, for instance, in debate work, the student often needs to know more of an author than appears on a title-page. Thus he will wish to know rather fully whether the author's experience fits him to deal with a subject, and whether the author's point of view is peculiar in any way so that it must be allowed for. For detailed infor-

9. "REVISED EDITION", "ENLARGED EDITION", "SECOND EDITION",⁴ or some similar phrase on the title-page usually means that a book has been corrected, rewritten or otherwise changed.

10. The PLACE OF PUBLICATION tells whether a book is published in the United States or abroad, and thus often betrays the nationality of the author. This information becomes important when the nationality of the author might affect the value of the contents of the book; for instance, an English book on locomotives is likely to be of little use in this country, because English locomotives differ from American. It should be noted that many English books are imported and sold over the names of American publishers without showing on their title-pages their foreign origin.⁵

11. PUBLISHER'S NAME. A publisher like any other business man gains a reputation for the quality of his work. The name of a good publisher on a title-page means, therefore, that a book is likely to have real value, and that there will be few or no printer's mistakes. If a book is a new issue of a standard work, it means that the text is probably free from unwarranted omissions and changes. Thus, the name of a good publisher on the title-page of *Paradise Lost* would mean that pains were taken to make the text as Milton wrote it, excepting such changes in spelling and punctuation as were needed to fit it for modern readers. As even the best

mation on these and other points, the reader must consult articles about the author in reference books, in magazines, etc. See §§ 73, 106, 107, 163, 164.

⁴ The word "edition" as found on title-pages is somewhat loosely used. Preferably it applies to the whole number of copies of a work printed without essential changes from the same types or plates. If an edition is printed in installments at different times, one of these installments is an "impression". Some publishers apply the term "edition" to an impression.

⁵ When other signs are wanting, one can often tell an English publication by turning to the last page. Books printed in Great Britain are apt to have at the end the name of the printer and the place of printing.

publishers, however, sometimes issue inferior work, the publisher's name by itself does not guarantee a book. It must always be weighed in connection with other items such as the author's name, the date, etc.⁶

12. The DATE on the title-page tells when that copy of the book was printed.

13. Copyright date. — Copyright is the exclusive right secured by law to an author or an artist to publish and dispose of a work for a limited time. In the United States under the law of March 4, 1909, copyright is obtained by depositing with the Library of Congress two copies of the best edition of a work, with an application for registration and a fee of one dollar. The term of copyright is for twenty-eight years, with the right of renewal under certain conditions for twenty-eight years longer. The date of the copyright is usually printed on the back of the title-page, and is followed by the name of the owner of the copyright.⁷ This is important when the passage of time would affect the value of a book's contents; for instance, a book on wireless telegraphy, if it were copyrighted in 1906 and not revised, would not give the latest developments of the subject, no matter what the date on the title-page might be. When a book is revised it usually is re-copyrighted.

14. Preface. — The preface usually gives the author's reasons for writing, the scope of the book, the class of readers for whom the book is intended, etc.

15. Table of contents. — The table of contents is a list of chapters and other parts in the order in which they come, with the numbers of the pages on which they

⁶ For a discussion of the use of the publisher's name in book buying and a list of leading publishers, see §§ 212-214.

⁷ A book printed and published in Great Britain customarily bears no notice or date of copyright.

are found. It is useful as a summary from which to gain an idea of a book without reading it through.

16. List of illustrations. — Lists of illustrations, maps, etc., show how fully a book is illustrated, and, as most book indexes ignore illustrations, are often necessary guides in finding a certain picture. They usually follow the order in which pictures occur.

17. Introduction. — The introduction prepares the reader for what the author has to say. It may stand by itself like the preface, or be an opening chapter.

18. The introduction is less common than the preface, with which it should not be confused. To the latter belongs the author's "apology for his book"; to the former, the statement or summary of facts which must be known before the book can be understood or appreciated. This distinction, however, is not always observed. Either may be by another hand than that of the author.

19. The body of the book. — The main part or body of a book consists of the text or main reading matter together with any illustrations, footnotes, etc.

20. Footnotes are side remarks which would interrupt the thought if printed with the text, and are therefore put at the foot of the page by themselves. They may be the names of authorities for statements made on the page above, references to other books or to other pages in the same book, quotations, editor's comments, etc. Attention is called to footnotes by conventional signs such as the asterisk (*), dagger (†), etc., or superior letters (^a, ^b) or figures (¹, ²). At the ends of chapters, especially in text-books, are sometimes given lists of references and suggested readings as guides to further study.

21. Appendix. — Appendixes contain notes too long for footnotes, tables of figures, or other matter for which there is no convenient place in the body of the book.

22. Index. — The index is an alphabetical list of all the things described, explained, or alluded to in a book, with the numbers of the pages on which they are mentioned. It may include the names of topics, persons, places, events, and cross references.⁸ It is the key to the book, and should always be used first in looking up a single point or fact.

It is entirely different from the table of contents. It is placed at the end of the book, whereas the table of contents is usually put at the beginning. It is arranged alphabetically, whereas the table of contents follows the order in which the subjects are taken up in the book. It is detailed; the table of contents is general.

Extract from the index to Channing's *Student History of the United States*:

Merrimac (Virginia), 506.
 Mexican War, 421-423.
 Miles, General, 566.
 Missouri, in Civil War, 486, 487; abolition of slavery in, 516.
 Missouri Compromise, 360-363, 400.
Monitor and Merrimac, 506, 507.
 Monmouth, battle of, 192, 193.

Note in a couple of entries in the example above, the use of a dash between page numbers. The dash stands for the word "to," and the numbers refer to the pages where the passage begins and ends. Page numbers so written are called "inclusive" page numbers.

Extract from the index to Matthews's *Introduction to American Literature*, showing the use of heavy type to indicate the most important passage:

Holmes, Oliver Wendell, 17, 95, 109, 124, 148, 155, 156, 168,
170-183, 202, 206, 208, 211, 218, 223, 224, 229, 230.
 "Home Ballads", 147.

⁸ For explanation of cross references, see § 27.

Sometimes a book will have more than one index; for instance, Guerber's *Myths of Greece and Rome* has besides its regular index an index to the poetical quotations occurring in it.

23. A book of poems usually has an index of first lines.

Extract from the index of first lines in Holmes's *Poetical Works*:

Hang out our banners on the stately tower! 277.
Has there any old fellow got mixed with the boys? 213.
Have I deserved your kindness? Nay, my friends, 395.
Have you heard of the wonderful one-hoss shay, 172.

Indexes of titles are also found, especially in collections of poems by different authors; collections of the sort last named often have also an index of poets.

24. Indexes of sets. — The index to a set, that is, a work in more than one volume, is found at the end of the last volume. Such an index gives the volume number for a reference as well as the page number.

Extract from the index to Fiske's *Old Virginia and Her Neighbors*:

Slavery, alleged beneficence of, i. 16; different types in Virginia and South Carolina, ii. 327; prohibited in Georgia, ii. 335; introduced there, ii. 336.
Slave hunters, Spanish, i. 149.
Slaves' collars, ii. 200.
Slaves, price of, ii. 194, 201.

25. Rules for using an index. — Look for the name of what is wanted in its alphabetical place. When there are references to a number of different pages for a single subject, read carefully any descriptive notes to make sure of getting the right one. If there are no notes, but simply a list of page numbers, see if longer references are indicated by dashes between page

numbers or otherwise. The longest reference is probably the most important.

If an index presents difficulties, turn to the beginning of it to see if there are special directions for using it.

26. Judging a book without reading it. — It is often important to be able to tell quickly whether or not a book is trustworthy or fitted to one's needs. The different items on the title-page, the copyright date, preface, introduction, table of contents, etc., are all signs which help the observant reader in forming a judgment. No one of these items by itself is final, but all taken together often help the reader to make a fairly close guess at the real worth of a book. The fitness of a book to one's needs can further be tested by consulting the index for particular topics and reading the text in two or three places.

The practical usefulness of the habit of estimating books in this way appears when a choice must be made among several books on a subject but when there is no time to make a study of each.

27. Cross references. — We sometimes find in an index, in footnotes, in the text itself of a book, in library catalogues and elsewhere, some phrase such as *See* or *See also*, followed by the name of a topic, the number of a page or of a chapter, the title of a book, etc.

Examples from an index:

Post Office, under Confederation, 109.

Posts, frontier, retained by British, 116. *See also* Boundaries.

Potomac River, improvement of, 227.

President. *See* Executive.

These and like words and phrases which tell the reader to seek information elsewhere, are called "cross references".

28. Occasionally an abbreviation is used, such as *v.* (Latin, *vide* = see), or *cf.* (Latin, *confer* = compare).

A list of abbreviations used in making cross references is found in section 32.

Sometimes the phrase or abbreviation is left out, thus, OLD TESTAMENT, BIBLE, instead of OLD TESTAMENT, *see* BIBLE.

29. Cross references are made when another passage or article will throw light on the subject being discussed; and such often use the phrase *See also*, as NEWSPAPERS, *see also* PRINTING. Cross references are also made when there are two names for the same thing, as JOVE, *see* JUPITER; or two ways of spelling the same name, as SHAKSPERE, *see* SHAKESPEARE; or when two subjects are so closely related as to be more conveniently discussed under one heading, as VENTILATION, *see* HEATING AND VENTILATION; or when one subject is included in another, as SCOTLAND, *see* GREAT BRITAIN. In these cases, to save space, all the information is put under one heading, and a cross reference is made from the other.

30. Abbreviations. — There are certain technical terms relating to books which are often abbreviated by authors, publishers, or libraries, when it is wished briefly to describe or refer to a book or make a cross reference. Some common abbreviations of this sort are explained in the lists in this and following chapters.

The same abbreviation often stands for different words; for example, "v." = "verse", "volume", or "vide". Hence, in deciding what an abbreviation means, one must look for that meaning which makes the best sense.

31. Explanatory abbreviations. — There are a few abbreviations which may be called explanatory abbreviations because they are followed by a phrase or a sentence which explains or adds to a statement just made; for example:

14 The Practical Use of Books and Libraries

"I made a large tent, which, to preserve me from the rains, that in one part of the year are very violent there, I made double, viz., one smaller tent within, and one larger tent above it." — *Defoe, Robinson Crusoe*.

e.g., ex. gr. = *exempli gratia* *; for example.
 i.e. = *id est*; that is.
 sc., scil. = *scilicet*; namely, that is to say.
 viz. = *videlicet*; namely, to wit, that is to say.

32. Abbreviations of reference. — One often meets in footnotes, indexes and elsewhere, abbreviations which refer the reader to some other paragraph, page, chapter, book, etc., for further information.

ad fin. = *ad finem*; at the end.
 bk. = book.
 c. = chapter.
 can. = canto.
 cap. = *caput*; chapter.
 cf. = *confer*; compare.
 ch., chap. = chapter.
 comp., cp. = compare.
 et seq. = *et sequens, et sequentia*; and the following (paragraph, page, etc.) Plural: et seqq. = *et sequentes*.
 ff. = following.
 ib., ibid. = *ibidem*; the same.
 id. = *idem*; the same.
 inf. = *infra*; below.
 i. q. = *idem quod*; the same as.
 l. = line.
 l., lib. = *liber*; book.
 l. c., loc. cit. = *loco citato*; in the place cited; in the passage last referred to.
 n. = note.
 p. = page, pages. Plural: pp.
 par. = paragraph.
 pt. = part.
 q. v. = *quod vide*; which see.

* Words in this and in the following lists printed in *italics*, are Latin.

sc.	= scene (of play).
sec.	= section.
st.	= stanza.
sup.	= <i>supra</i> ; above.
s. v.	= <i>sub voce, sub verbo</i> ; under the word or title.
u. s.	= <i>ut supra</i> ; as above.
v.	= <i>vide</i> ; see.
v.	= volume, verse.
vol.	= volume.

33. Sometimes a reference to chapter, page, verse, etc., is made without any abbreviation, but with numerals only; thus:

Gen. xi. 17 = Genesis, chapter xi, verse 17.

Hamlet iv. 3. 3. = Hamlet, Act IV, scene 3, line 3.

Morse. Abraham Lincoln II. ii = Morse. Abraham Lincoln, volume II, chapter ii.

Morse. Abraham Lincoln II. 34 = Morse. Abraham Lincoln, volume II, page 34.

Note that the parts of a book referred to are given in the order of their size, the largest being put first, *i.e.* chapter, verse; act, scene, line, etc.

Signs which are sometimes used instead of abbreviations are ¶ for paragraph, and § for section.

34. Miscellaneous abbreviations.

anon.	= anonymous; author unknown.
auth.	= author.
Bibl.	= biblical.
biog.	= biography, biographical.
bul.	= bulletin.
cyc., cyclo.	= cyclopedia.
dict.	= dictionary.
ency., encyc.	= encyclopaedia.
hist.	= history, historical.
j., jour.	= journal.
lit.	= literature, literary, literally.
mag.	= magazine.
MS.	= manuscript. Plural: MSS.

16 The Practical Use of Books and Libraries

N. B.	= <i>nota bene</i> ; mark well, take notice.
pro., proc.	= proceedings.
pseud.	= pseudonym, a name assumed by an author.
rep., rept., rpt.	= report.
rev.	= review.
Shak., Shaks.	= Shakespeare.
trans.	= transactions; translated, translation, translator.

34a. Making a note of a book. — If in reading or study a book is likely to be needed again, do not trust to the memory to recall it later, but make a clear, exact note of it while it is at hand.

In making such a note, put down at least the name of the author, including initials, and the title, or, if the title is very long, enough of it to be easily recognized. These facts should always be taken from the title-page, for as found on cover or back they are likely to be incomplete or inexact. If the book is a library book, add the call number (see section 35).

Chapter III

The Arrangement of Books in Libraries

35. Call numbers. — To keep it in its place, and to distinguish it from every other book in the library, each book has a number printed on the back, known as the “call number”. Exception: In many libraries fiction has no call number.

This call number usually consists of two parts. The first part stands more or less exactly for the subject of the book, and is called the “class number”. The second part generally stands for the author's name, and is called the “author number”. Example:

512 Fine. College Algebra.
F49

In this case 512 signifies the subject, “Algebra”, and F49 stands for the name, “Fine”. Note that the author number (F49) contains the initial of the author's name. Different copies of the same book will generally have the same call number.

36. Classification. — The class number of a book is assigned according to a regular system which in the United States is oftenest the system known as the Dewey Decimal Classification.¹ This classification divides

¹ An important system of classification, less widely used than the Dewey, is the Cutter Expansive Classification, which employs the letters of the alphabet instead of decimal figures.

18 The Practical Use of Books and Libraries

all knowledge into ten parts, and gives each part a number as follows:

000 GENERAL WORKS ¹	600 USEFUL ARTS
100 PHILOSOPHY	700 FINE ARTS
200 RELIGION	800 LITERATURE
300 SOCIOLOGY	900 HISTORY, including GEOGRA-
400 PHILOLOGY	PHY, TRAVEL and BIOGRA-
500 NATURAL SCIENCE	PHY

Each of these parts is again divided; for instance, Natural Science (500):

510 MATHEMATICS	560 PALEONTOLOGY
520 ASTRONOMY	570 BIOLOGY
530 PHYSICS	580 BOTANY
540 CHEMISTRY	590 ZOÖLOGY
550 GEOLOGY	

37. Each of these smaller parts is further subdivided; for instance, Mathematics (510):

511 ARITHMETIC	514 TRIGONOMETRY
512 ALGEBRA	515 DESCRIPTIVE GEOMETRY,
513 GEOMETRY	etc., etc.

The subdivision of classes is frequently carried on still further; for instance, Arithmetic (511):

511.1 SYSTEMS OF ARITHMETIC	511.3 PRIME NUMBERS
511.2 NOTATION AND NUMERA- TION	511.4 FRACTIONS etc., etc.

38. As each subject has a definite number, it is clear that if the numbers are applied to books, all books on the same subject must stand together; for instance, all ordinary algebras will have 512 for a class number. And it also is clear that books on related subjects such as Algebra (512) and Geometry (513), will usually be found near each other.

¹ Such as general encyclopedias and other works which cover too many subjects to fit into any one of the other classes.

39. Author numbers. — The author number distinguishes a book from every other book having the same class number. In most libraries it combines the initial of the author's surname with a figure in such a way that books arranged by their author numbers stand alphabetically arranged by their authors' names,³ as in the second example below.

40. Arrangement of books by call numbers. — Books are arranged on the shelves from left to right first by their class numbers; and then books with the same class number are arranged by their author numbers.

Example of books arranged by class numbers:

HEILPRIN — THE EARTH AND ITS STORY — 551 H41	MARTIN — STORY OF A PIECE OF COAL — 553.2 M42	DANA — HOW TO KNOW THE WILD FLOWERS — 580 D19
---	--	--

Example of books with the same class number arranged by author numbers:

KEELER — OUR NATIVE TREES — 582 K15	LOUNSBERRY — GUIDE TO THE TREES — 582 L93	MATHEWS — FAMILIAR TREES AND THEIR LEAVES — 582 M47
---	---	--

41. Exceptions. — For the sake of convenience, a library will sometimes make exceptions from the scheme of classification and arrangement outlined in this chapter. For instance, works of fiction in most public libraries receive no class number, and in many libraries no call

³ This form of author number is known by librarians as a "Cutter" number, from the name of its inventor.

number of any kind. In the first case, works of fiction may receive and be arranged by an author number only. In the second case, they are directly arranged in alphabetical order by their authors' names; and several books by the same author are arranged alphabetically by their titles. Individual biography⁴ when it has no class number may receive some distinguishing mark, as for instance a letter "B", and in addition to the "B" a number or numbers which arrange it alphabetically by the name of the person who is its subject. Other kinds of books which may have special treatment are plays, poetry, and essays.

The local library must be specially studied for its peculiarities.

42. To find a book. — Look on the shelves, for the class number, and under this for the author number. These numbers should be read as decimals and not as whole numbers.

When a book has no call number, or its call number is unlike those described, ask the librarian to explain.

⁴ Biography is called "individual" when a whole book devotes itself to the life of but one person, for instance, Franklin's *Autobiography*. It is so-called to distinguish it from "collective" biography, which is the term applied to a book which contains separate accounts of the lives of more persons than one, for instance, Hinchman and Gummere's *Lives of Great English Writers*.

Chapter IV

The Card Catalogue

43. Just as a book will have a table of contents and an index, so a library has two lists of its books, known respectively as the shelf list and the card catalogue. These lists are usually typewritten or printed on cards about three inches by five inches in size, which are filed in drawers in a specially constructed case. Each drawer holds several hundred cards.

44. The shelf list. — The shelf list is the library's table of contents. In it, each title in the library is represented by a single card, and the cards are arranged in the order in which the books stand on the shelves, just as the table of contents follows the order of the chapters in a book. Each card contains the name of the author, the title, the call number, and the "accession number", which is a number given to a volume in the order of its addition to the library.

45. The card catalogue. — The card catalogue is the index of the library, and for the ordinary reader is more important and useful than the shelf list. In it, each book is represented by two or more cards as follows:

1. An AUTHOR CARD, having as heading¹ the name of the author.
2. A TITLE CARD, having as heading the title of the book.

¹ A heading is the word, phrase, or name at the top of a catalogue card, by which the card is filed.

22 The Practical Use of Books and Libraries

3. A SUBJECT CARD, having as heading the name of the subject of which the book treats. The headings for subject cards in most libraries are in red.² Examples:

291	Gayley, Charles Mills
G25	Classic myths in English literature, based chiefly on Bulfinch's "Age of fable." Ed. 2. cl895.

291	Classic myths in English literature,
G25	Gayley, C. M.

291	<u>Mythology-Classical</u>
G25	Gayley, C. M. Classic myths in English literature, based chiefly on Bulfinch's "Age of fable." Ed. 2. cl895.



The number in the upper left hand corner is the book's call number.

Note that less information is given on the title card than on author or subject card.

Abbreviations are explained in section 61.

46. An author card is made for every book for which it is possible; a title card, when the title is likely to be

² Words which would be in red on a real card are underlined in the examples given in this chapter.

remembered or when there is no author; and one or more subject cards, when the subject of the book is at all important. Hence, the catalogue tells what books a library has by a certain author, whether it has a book by a certain title, and what books it has on a particular subject.

47. In addition to author, title, and subject cards, catalogue cards are made with the names of EDITORS, TRANSLATORS, and COMPILERS as headings, and when a book belongs to a series, for instance, Lodge's "Alexander Hamilton" in the American Statesmen series, a card is made with the name of the SERIES³ as heading.

48. **Card for part of a book.** — Libraries often catalogue a part of a book. Example:

670	Paper
R58	Rocheleau, W. F.
	Manufactures. c1900. p. 138-155.
O	

Note that the pages of the part referred to are given.

49. A card may be made for part of a book when the book contains works by different authors, different

³ A "series" in this sense is a number of books published in the same style, each of which is complete in itself, but all of which have some common point of interest. For instance, all the books in the American Statesmen series are devoted to the lives of American political leaders, such as Webster, Clay, Calhoun, etc.

works by the same author, or different subjects each of which is treated separately.

50. Cross references and guide cards. — Cards containing cross references⁴ are inserted to put the user of the catalogue on the right track, or to point the way to further information. Examples:

<p style="text-align: center;">Shakspere, see Shakespeare</p>

<p style="text-align: center;"><u>Amusements</u>, see also <u>Sports</u></p>
--

51. Guide cards are plain cards with "guide words" printed on projecting labels. They are filed at short distances among the other cards and help to find a heading quickly.

52. Arrangement. — Cards of all kinds are filed together alphabetically by their headings. That part of the alphabet which is contained in any drawer is shown by guide words or guide letters on the front of the drawer. These guide words or letters consist of the first and the last heading found within, or perhaps the first few letters of those headings, thus: ANCHOR-APPLE,

⁴ For an explanation of cross references, see §§ 27-29, 32.

or simply, ANC-APP. Drawers follow one another alphabetically in the order of their guide letters or words.

53. Details. — Author cards for several books by the same author are arranged under the author's name alphabetically by their titles, disregarding "the", "an", or "a" if it is the first word, thus:

Dickens, Charles. The Cricket on the Hearth.
 Dickens, Charles. Dombey and Son.
 Dickens, Charles. Oliver Twist.

Different authors with the same surname are arranged alphabetically by their initials or forenames.

A large subject is often split up and arranged thus:

English language.
 English language — Dictionaries.
 English language — Grammar.
 English language — History.

Subject cards which relate to the different periods of the history of a country are arranged under the general subject in order of time instead of alphabetically:

United States — History — Colonial period.
 United States — History — Revolution.
 United States — History — Confederation.

The same word used as heading may stand for different things, *e.g.*, a person, a place, a subject other than a person or a place, or the first word of a title. In such cases, a common arrangement is as follows:

- | | | |
|-----------------------------|-------------------------------------|-----------------------|
| 1. Person as author, | <i>e.g.</i> Clay, Henry, | His speeches. |
| 2. Person as subject, | " Clay, Henry, | Lives of him. |
| 3. Place as author, | " Clay County, Iowa, | Its official reports. |
| 4. Place as subject, | " Clay County, Iowa, | Books about it. |
| 5. Subject not (2) nor (4), | " Clay | (A kind of earth) |
| 6. Titles of books, | " Clay modelling and painting book. | |

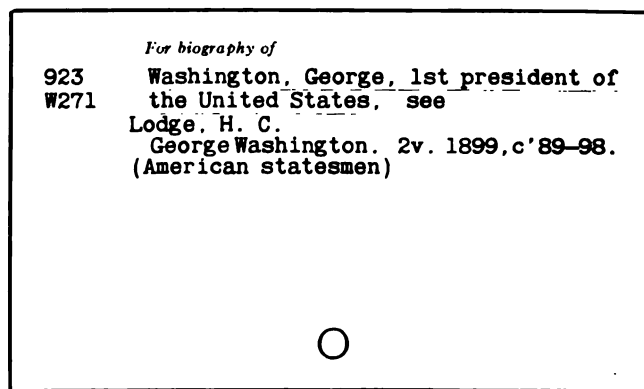
Abbreviations in titles, names, etc., are regarded as if spelled in full, *e.g.*, M' and Mc as Mac, Dr. as Doctor, etc.

26 The Practical Use of Books and Libraries

54. Subject cards which relate to biography, criticism, or bibliography are distinguished in different ways in different libraries. The word "biography", etc., may be included as part of the heading, thus:

Clemens, S. L.—Biography.

Many libraries use a phrase like "For biography of . . . see", "For criticism of . . . see", etc., thus:



In many libraries, differently colored cards are used for this purpose, for instance, subject cards for biography will be green or have green edges.

55. Library of Congress catalogue cards. — The Library of Congress prints its catalogue cards instead of typewriting them, and offers duplicate copies for sale to other libraries. Many libraries use these cards in their catalogues wherever possible. The following example is a copy of such a card. Note the fullness of the information; on some cards even fuller details are given, including an outline of the table of contents, etc.

Thoreau, Henry David, 1817-1862.

Walden, by Henry D. Thoreau ... illustrated by Clifton Johnson. New York, T. Y. Crowell & co. [1910]

xvi, 440 p. front., plates. 21½ cm \$2.00

Title vignette: author's port.

10-16739

Library of Congress

c Aug. 5, 1910; 2c. Aug. 11, 1910;  A 268876; Thomas Y. Crowell & co., New York, N. Y.

Explanation. — 1817-1862 = dates of author's birth and death; xvi = pages numbered with Roman numerals; 440 p. = pages numbered with Arabic numerals; front. = frontispiece; 21½ cm. = height in centimeters; \$2.00 = price; port. = portrait; 10-16739 = serial number of catalogue card.

The two lines at the bottom have to do with the copyright and translated read: Copyrighted August 5, 1910; 2 copies received on August 11, 1910; copyright number is A268876; copyrighted by Thomas Y. Crowell & Co., New York, N. Y.

56. Using the card catalogue. — Look for the name of the author, the title,⁵ or the subject in its alphabetical place. In doing this, use the guide letters or words on drawer labels and guide cards.

57. If several cards relate to the same subject, scan each carefully to see which book seems best fitted for the purpose in mind. Notice particularly the author's name, the title, the edition and the copyright date. The length of a reference should also be considered; for a five-minute talk, thirty pages will be better than a two-volume treatise.

⁵ If "the", "an", or "a" is the first word of a title, disregard it.

58. When the book is chosen, write down the call number, the author's name, and the title on a slip as a guide in finding the book on the shelves,⁶ thus:

537	Child
C43	How and why of electricity.

If but part of a book is referred to, add the numbers of the pages mentioned.

59. In making a list, use a separate slip or card for each book and arrange the slips alphabetically. All slips should be of the same size.⁷ Give authors' initials.

60. The danger of losing slips can be avoided by re-copying the list on a sheet of paper and using this sheet list for finding purposes. Example:

537-C43	Child. How and why of electricity.
537.81-S63	Sloane. Electric toy making.
537-S76	Swoops. Lessons in practical electricity.

61. Abbreviations. — The following abbreviations for describing books are found in library catalogues:⁸

⁶ A book can be found by its call number alone, but time and trouble are usually saved if the author's name and the title are also given.

⁷ For detailed directions for making a working bibliography, see §§ 174-177. For a short list, use a sheet of paper or the note-book, writing each item in the form shown in § 58, adding the author's initials after his name.

⁸ For abbreviations relating to book sizes and binding, see §§ 210, 211.

abr.	= abridged; abridgment.
app.	= appendix.
bibl.	= bibliography.
c.	= copyright.
cm.	= centimeters.
col.	= color, colored; e.g., il. in col. = illustrated in color.
comp.	= compiler.
cont.	= contents, containing; continued.
cop.	= copyright; copy.
cor.	= corrected, (of an edition).
diag., diagr.	= diagram.
ed.	= edition, editor, edited.
eng.	= engraving.
enl.	= enlarged, (of an edition).
facsim.	= facsimile.
fig.	= figure.
front.	= frontispiece, the illustration facing a title-page.
il., illus.	= illustrated, illustration.
intr., introd.	= introduction.
l.	= leaf, leaves.
n. d.	= no date, i.e., of publication.
n. p.	= no place, i.e., of publication.
p.	= page, pages; part.
phot.	= photograph, photographs.
pl.	= plate, an illustration printed separately from the text of a work. Plural: pls.
pp.	= pages.
por., port.	= portrait.
pref.	= preface.
pt.	= part.
pub.	= publisher.
rev.	= revised, revision.
ser.	= series.
sup., supp.	= supplement.
tab.	= table, tables.
t.-p.	= title-page.
tr.	= translation, translated, translator.
v., vol.	= volume.

Chapter V

Reference Books

62. What a reference book is. — A reference book is any book which is used for looking up particular points rather than for reading through. By a "particular point" is meant any fact which can be stated in a word, a line, a paragraph, or an article; for instance, the population of Chicago, a batting average, the name of the United States ambassador to Great Britain, a short account of the life of Tennyson, etc. Any work may be used as a reference book, thus a novel may be consulted to verify the name of some character in it; but strictly speaking, the term applies to books which have a great deal of information in a small space and are specially planned for finding facts quickly, such as the dictionary and the encyclopedia.

In libraries, the term "reference book" is made to include any book which is not lent for home use. Hence, in addition to books like those described above, libraries are likely to include on their reference shelves files of magazines, magazine indexes, sets of public documents, and rare or very expensive books.

63. Study and use of reference books. — Reference books differ so much among themselves not only in their contents but also in their arrangement, that each one must be studied specially to be used easily and quickly.

In making the acquaintance of a reference book, read carefully the title-page, taking time to consider the

significance of the different items given on it, note the copyright date, read the preface, and examine the table of contents if there is one. Note the arrangement of the contents whether it is alphabetical or otherwise and whether there are any supplements, appendixes, or indexes.¹

64. In using reference books, the importance of date must always be borne in mind.

If the date is old, it may be necessary to get recent facts from recent sources. Information which quickly goes out of date is that which deals with statistics, living persons, technical and scientific matters, and current history in general. Much geographical information is also soon out of date.

In looking up proper names, one should remember that the same name often belongs to different persons or places; for instance, Erie (a lake, or a city of Pennsylvania); John Brown (an American Abolitionist, or the author of "Rab and His Friends"); Cleveland (a city of Ohio, a region of England, or an ex-president of the United States).

65. The encyclopedia.²—Encyclopedias are works usually in many volumes which contain thousands of articles on all branches of knowledge. Each article

¹ In the more critical study of reference books, other points to be noted are the treatment, whether concise, lengthy, technical, scholarly, or popular; aids to readers, *e.g.* bibliographies and cross references; qualifications of writers and editors; and whether articles are signed. Articles should also be compared with articles on the same subject in other reference books.

² The word "encyclopedia", spelled also "encyclopædia", "cyclopedias", and "cyclopædia", is often applied to a comprehensive work on any branch of knowledge, especially when the contents are alphabetically arranged. The form "cyclopedia" in particular is used in this way. "Encyclopedia" comes from two Greek words, *enkyklios paideia* = a "circular", that is "complete", education; *enkyklios* from *en* = in, and *kyklos* = a circle; *paideia* from *pais* = a boy.

has as heading the name of the subject of which it treats; and all articles are arranged in alphabetical order so that the first volume begins with A, and the last volume ends with words in Z.

On the back of each volume are printed a pair of guide words consisting of the names, or the first few letters of the names of the first and of the last article in that volume; so that without taking a volume down, one can tell whether or not a word will be included in it. At the top of each page are printed the first and the last heading appearing below.

66. When several persons and places have the same name, the names of places are kept by themselves and the names of persons by themselves. Monarchs of the same country and with the same name may be kept together and arranged by number, for instance: Charles I, Charles II, of England; Charles I, Charles II, etc., of Spain. Ordinary persons with the same surname are usually arranged alphabetically by their Christian names, for instance, Brown, Charles; Brown, John. When the full names of different persons are alike, they may be distinguished by dates of birth and death. For instance: "Johnson, Samuel, 1696-1772" (an early American educator); "Johnson, Samuel, 1709-84" (the great dictionary maker).

Long articles on countries are usually divided into sections, of which one will deal with the geography, another with the political history, etc.

At the end of an article there is often a bibliography or list of books to which the reader is referred for further information.

67. The articles in the encyclopedia are descriptive, explanatory, statistical, and historical. In the best encyclopedias they are often by authorities and are

usually reliable for the date when the encyclopedia was published. There are often useful illustrations and maps.

Encyclopedia articles on the other hand rarely give practical directions for doing things; they are sometimes too brief; and for many subjects they are soon out of date.

The difference between the encyclopedia and the dictionary is that the dictionary deals first of all with words, whereas the encyclopedia deals with subjects. The encyclopedia is useful for giving a compact account which is longer than a dictionary definition, but shorter than a book.

68. Rules for using the encyclopedia. — (1) Look at the guide words or letters on the backs of the volumes to find the volume in which the name of the subject should occur. (2) Look for the subject in its alphabetical place in the volume chosen, using the guide words at the tops of the pages. (3) Follow up cross references.

In the case of the Encyclopedia Britannica, use the index volume, if a subject is not found under its own heading.

69. Important encyclopedias.³ —

ENCYCLOPÆDIA BRITANNICA.

This is a standard work of reference. The arrangement is under general heads rather than by specific subjects, especially in the older editions; for instance,⁴ Lake Erie is described under "St. Lawrence River", instead

³ Besides the encyclopedias named above there may also be noted Appleton's New Practical Cyclopedias, a small work for home and school use. Older works sometimes met with are the Universal Cyclopædia and Atlas (known also as Johnson's Cyclopedias), the American Cyclopædia, and Chambers's Encyclopædia, the last an English work. These must be used with some caution, as for many subjects they are out of date.

⁴ As in the ninth and tenth editions.

of "Erie (Lake)"; in this case "St. Lawrence River" is taken as the name of the general system of lakes and rivers of which Lake Erie is part. Owing to this arrangement, articles frequently become lengthy treatises, and to find a subject in the Britannica it is therefore often necessary to use the index which forms a separate volume. The articles are by authorities, and are signed. Biographies of persons living at the time of publication are omitted from the older editions.

70. There are numerous editions of the Britannica, of which the following require special mention:

The ninth, in twenty-four volumes and index, issued between 1875 and 1889. This remains a useful work of reference, although many of the articles are out of date.

The tenth, which consists of the existing volumes of the ninth edition with eleven new volumes added, making thirty-five volumes in all. Volume 31 is an atlas. Volume 35 is an index to the complete work.

71. The eleventh edition is an entirely new work in twenty-eight volumes and index, brought up to date (1910). There are more subjects found under their own names than in the old editions; for instance, Column is found under the heading "Column", instead of under the general term "Architecture", as in editions nine and ten. The maps in this edition accompany the articles which they illustrate instead of being collected in a separate volume.

72. NEW INTERNATIONAL ENCYCLOPÆDIA.

The most important encyclopedia published in the United States. In it, a subject is usually found directly under its own name, and not grouped with allied subjects under some general heading as is often the case in the Encyclopædia Britannica. Hence, it is excellent for quick reference.

The alphabetical order is letter by letter, instead of word by word; for instance, *New Jersey, newspaper, New York*, and not *New Jersey, New York, newspaper*.

73. The New International Encyclopædia is continued by the NEW INTERNATIONAL YEAR BOOK. The Year Book gives a summary of the year's events, and includes biographical sketches. It is arranged and used like the encyclopedia.

74. ENCYCLOPEDIA AMERICANA.

Covers much the same ground as the New International although the two often supplement each other. The Americana is often stronger on scientific subjects, but more likely to be condensed on other subjects.

There is a supplement in two volumes.

75. CHAMPLIN. YOUNG FOLKS' CYCLOPÆDIAS.

These are a set of books with the following titles:

- Young Folks' Cyclopædia of Persons and Places.
- Young Folks' Cyclopædia of Natural History.
- Young Folks' Cyclopædia of Common Things.
- Young Folks' Cyclopædia of Games and Sports.
- Young Folks' Cyclopædia of Literature and Art.

As the titles suggest, the information is simply and briefly told for the beginner, and is arranged alphabetically.

76. **The dictionary.**⁵—A dictionary is an alphabetical list of the words of a language with their etymologies⁶ and meanings.⁷ The modern, unabridged, one-volume English dictionary includes besides ordinary words, proper names of all kinds, abbreviations, words and phrases from foreign languages, and the arbitrary

⁵ The following remarks apply particularly to the unabridged Standard and Webster dictionaries, as the student is likely to use them most. In the list, the Century also is added; but the student should have little trouble with it if he understands how to use the others.

⁶ For an explanation of the word "etymology", see § 79.

⁷ The word "dictionary" is often applied to a work on any subject, the contents of which are arranged in alphabetical order; for instance, Lippincott's Pronouncing Biographical Dictionary.

signs used in printing and writing, such as $\sqrt{\quad}$ in mathematics, or \mathfrak{R} in medicine.

In connection with an ordinary word are given its spelling, pronunciation, part of speech, etymology, definitions, and often common phrases into which it enters, quotations illustrating its use, synonyms, cross references, and pictures or diagrams. For examples, see sections 216, 218, 220, 221, 223.

77. The same spelling may stand for several words which are different parts of speech or have different origins; for instance:

1. desert', noun from French *deservir* meaning to merit.
2. des'ert, noun from Latin *deserere*, to desert.
3. des'ert, adjective from Latin *deserere*.
4. desert', verb transitive from Latin *deserere*.
5. desert', verb intransitive from Latin *deserere*.

Hence, we often find several successive entries or paragraphs with apparently the same WORD REPEATED for a heading. When the right spelling of a word has been found, one should therefore look next for the abbreviation which tells the part of speech.

78. Words are respelled to show PRONUNCIATION. A key to the marks of pronunciation is printed across the bottom or top of each pair of pages.

79. The ETYMOLOGY^{*} gives the origin of a word and often traces its history and family relations in English and other languages. It is set off from definitions, etc., by brackets [], for example:

medieval, mediæval (mē-di-ē'-vəl), *a.* and *n.* [< L. *medius*, middle + *ævum*, age, period; see *medium* and *age*.] **I. a.** Pertaining to or characteristic of the middle ages. . .

The sign < means "is derived from".

^{*} The word "etymology" comes from two Greek words, *etymon*, the true literal sense of a word according to its origin, and *logos*, a discourse or description .

The etymology is not given with every word but generally with root words only; thus, for the etymology of *fishy* one must look under *fish*.

80. A word usually has several DEFINITIONS including original, dead, old, and everyday meanings. Each definition is numbered or lettered and arranged in some regular order,⁹ for example, see the word *oil* in section 220.

81. Proper names. — Among the proper names included in the dictionary are those of places, of persons, including noteworthy living persons, of characters in books, and of mythological personages.

With geographical proper names are given location, population, area, political relations, and other brief facts. Names of real persons have nationality, station in life, profession or occupation, and dates of birth and death. Names of imaginary persons and characters in literature have brief descriptions.

A proper name may be included in the body of the dictionary or included in a special list of names in an appendix.

82. Appendix. — The appendix of a dictionary contains miscellaneous useful lists. Just what will be in it depends on the particular dictionary, but there are often found in appendixes lists of proper names, abbreviations, foreign words and phrases, and signs used in printing and writing. A supplement of new words including old words used in new senses is also sometimes found as part of, or in addition to, the appendix.

For extracts from the appendixes of dictionaries, see sections 219, 222.

83. Study and use of the dictionary. — Because of the great amount and variety of its information, its

⁹For the order of definitions in different dictionaries see §94, paragraph DEFINITIONS.

condensed treatment, and its appendix, the unabridged dictionary needs special study.

In studying the dictionary, (1) read carefully the title-page, preface, and table of contents. (2) Look over any explanatory notes or lists given before the main part, which would help in using the dictionary. (3) In the main part, pick out single words; observe what kinds of facts are given for each, and their order. Examine the key to pronunciation. (4) Study separately each list in the appendix as suggested in (2) and (3) for the main part.

84. In using the dictionary, (1) look for a word in the main part, making use of the guide words at the tops of pages. (2) If the word is not found there, consult the table of contents to see if there is any special list which might contain it. (3) Look up abbreviations and signs relating to parts of speech, etymologies, etc., in the lists and explanatory notes just before the main part and before each division of the appendix.

85. Some important dictionaries. —

CENTURY DICTIONARY (1911). 12 volumes.

Volumes 1–10. Dictionary.

Volume 11. Cyclopedia of Names.

Volume 12. Atlas.

In the Century dictionary, the definitions often approach encyclopedia articles in their length and fullness. The etymologies are also very full. Some abbreviations and foreign phrases are included. A key to pronunciation is found at the beginning of each volume.

See specimen extract, section 216.

86. THE CYCLOPEDIA OF NAMES considers proper names of all kinds. It includes names found in geography, biography, mythology, history, ethnology, art, archæology, and literature. It is fullest in geography

and biography, and includes persons living at the date of publication, (1911). It omits minor geographic names such as those of counties in the United States, which must be sought in the Century Atlas.

See specimen extract, section 217.

87. THE CENTURY ATLAS¹⁰ contains modern maps and a small section of historical maps. On the maps are given steamship routes and cable lines, routes of discoverers and explorers, and dates for battlefields. Two indexes are provided, one for the modern, and one for the historical maps.¹¹

The Atlas has been revised to 1911.

88. In the 1911 edition of the Century Dictionary, each volume except the Atlas contains a main part and a supplement. One must often therefore look for information in two places in the same volume. A star (★) before an item in the main part means that additional information is found in the supplement.

89. An earlier edition of this dictionary is in ten volumes. This was enlarged in 1910 by a supplement in two volumes which brought the information in the body of the dictionary and the Cyclopædia of Names down to that date. Users of this particular set must often therefore consult two different volumes in looking up a word.

90. STANDARD DICTIONARY OF THE ENGLISH LANGUAGE.

Contents: — *Introductory:* Key to abbreviations used in the dictionary, key to pronunciation, etc. *Standard Dictionary of the English Language:* Antonyms are a special feature. *Addenda:* New words. *Plates:* Coins,

¹⁰ Earlier editions are practically the same as volume 34 of the tenth edition of the Encyclopædia Britannica.

¹¹ For the way to use an atlas index, see §§ 114, 115.

decorations of honor, flags, gems, national coats of arms, seals of the United States, ship signals, solar spectrum, etc. *Appendix:* Proper names of all kinds, foreign words and phrases, disputed spellings and pronunciations, abbreviations, arbitrary signs and symbols, poetical meanings of flowers and gems, formation of the plurals of nouns, pronunciation of Bible proper names, etc.

See the specimen extracts, sections 221, 222.

91. NEW STANDARD DICTIONARY.¹²

Principal contents:—Before the main part: Introductory; spelling and pronunciation (chiefly a discussion of the "scientific alphabet"); methods of compounding words; key to abbreviations used in the dictionary; key to pronunciation; special explanatory notes.

Standard Dictionary of the English Language.

Appendix: Disputed pronunciations, rules for the simplification of spelling, glossary of foreign words, phrases, etc., statistics of the population of the world.¹³ The foreign phrases are those in less common use, everyday expressions being found in the body of the dictionary; the statistics are for places in the United States of over one thousand inhabitants, and for the more important places of other countries.

Pronunciation is given in two ways. Each word is respelled for pronouncing, first, in the "revised scientific alphabet", and again according to an accepted older system. The key to each method is given at the top of each pair of pages.

See the specimen extract 223.

¹² This is a revised and enlarged edition of the Standard Dictionary. It differs from the older work by including in the body of the dictionary all proper names and abbreviations formerly in special lists in the appendix. Hence, there is usually but one place in which to seek a word.

¹³ A "History of the World Told Day by Day" is also sometimes found as part of the appendix. It gives under each day of the year the most important historical events which have happened on that date.

92. WEBSTER'S INTERNATIONAL DICTIONARY.

Contents: — Colored plates preceding-title page: Flags, seals, and coats of arms of the principal nations; yacht, signal, and pilot flags, etc. *Introductory:* Guide to pronunciation, words spelled in two or more ways, abbreviations used in the dictionary, etc. *Dictionary of the English Language.* *Appendix:* Metric system, names of fictitious persons and places, gazetteer, biographical dictionary, pronunciation of Scripture and of Greek and Latin proper names, English Christian names, quotations from foreign languages, abbreviations, arbitrary signs used in writing and printing, pictorial illustrations. *Supplement of New Words.*

See the specimen extracts 218, 219.

93. WEBSTER'S NEW INTERNATIONAL DICTIONARY.¹⁴

Principal contents: — Before the main part: Colored plates of flags, coats of arms, state seals, etc.; preface; brief history of the English language, guide to pronunciation, orthography (rules for spelling certain classes of words), abbreviations used in the dictionary, explanatory notes. *Dictionary of the English Language.* *Appendix:* Gazetteer, biographical dictionary, arbitrary signs used in writing and printing, classified selection of illustrations.

Each page in the body of the dictionary is divided horizontally by a heavy black line. Above this line are printed words in general use; below it are printed unusual words, foreign phrases, abbreviations, many proper names, etc. Hence, in using this dictionary, look first in the main part above the line, next below the line, and then consult the table of contents.

See the specimen extract, section 220.

¹⁴ This is an enlarged revision of Webster's International Dictionary. It differs in its arrangement from the older work by dividing each page as explained hereafter, and by including in the main part much information formerly in the appendix.

94. Comparison of the dictionaries. — The short extracts which are given in the appendix of this Manual do not do justice to any of the dictionaries represented. The following points of comparison, though not all illustrated by the selections, should, however, be noted.

The system for showing PRONUNCIATION differs in different dictionaries.

The ETYMOLOGIES are fullest in the Century and briefest in the Standard and New Standard. The latter place their etymologies after instead of before the definitions, and render Greek roots by English instead of by Greek letters.

The DEFINITIONS in the Century are often much fuller than those in the other dictionaries mentioned, and sometimes equal short encyclopedia articles. The Standard and New Standard differ from the Century and the Webster dictionaries in the arrangement of definitions. In the latter works the literal or original meaning comes first, and then the derived and figurative meanings; for instance, in the New International the word "knave" from Anglo-Saxon *cnafa* = a boy:

1. A man child; a boy. *Obs.*
2. A boy servant, hence, a male servant or menial; a man of humble birth or position. *Archaic.*
3. A rogue.
4. A playing card marked with the figure of a servant or soldier; a jack.

In the Standard and New Standard, the common meaning is given first; thus for the word "knave":

1. A rogue.
2. A playing card on which is pictured a servant or soldier.
Called also *jack*.
3. A familiar friend.
4. A boy, especially a boy servant; also a male servant.

Note in the case of this particular word that each of the dictionaries quoted contains a meaning which is not found in the other.

The Standard and New Standard give **ANTONYMS** as well as synonyms and include lists of **TECHNICAL TERMS** connected with various arts; for instance, in connection with the word "baseball".

For **PROPER NAMES**, the fullest treatment is given in the Century Cyclopedia of Names.

For **ABBREVIATIONS** and for **FOREIGN WORDS AND PHRASES**, the Webster or the Standard dictionaries are better than the Century.

The **APPENDIX** in both the New Standard and Webster's New International is smaller than in earlier editions of these works because much material formerly contained in it has been transferred to the main part of the dictionary.

95. Special reference books. — As all branches of knowledge as a whole are covered by the general encyclopedias, so a special subject is frequently covered by a reference work devoted, to it alone; for instance, biography is covered by Lippincott's Pronouncing Biographical Dictionary. The articles in such works are often fuller and more detailed than in the general encyclopedias, and sometimes cover topics which the latter do not. The following list names some useful reference books likely to be found in public and well equipped high school libraries. To become acquainted with others, consult the books on the reference shelves of the school library or of the public library.

96. Sociology. — Recent information on social movements must be sought in current periodicals.

44 The Practical Use of Books and Libraries

BLISS. NEW ENCYCLOPEDIA OF SOCIAL REFORM.

Contains articles on reforms, reformers, economics, sociology, municipal questions, labor, education, and statistics relating to these subjects.

Gives arguments by authorities on each side of the questions discussed; hence, it is particularly useful to debaters.

97. Statistics. — General current statistics are also found in the New International Year Book.

STATESMAN'S YEAR-BOOK.

This is an English publication brought up to date every year. Contains statistical and descriptive information in regard to all the countries of the world, such as area, population, religion, education, justice and crime, pauperism, finance, national defence, production and industry, commerce, shipping and navigation, internal communication, money and credit, weights and measures, diplomatic representatives, charity, reigning monarchs.

The contents are arranged with the British Empire first, and other countries following alphabetically. At the end of each country are mentioned statistical and other books of reference concerning it. Index.

This has a high reputation for accuracy and is the most important of the year-books.

98. WORLD ALMANAC.

Published every year. Very useful for all sorts of recent statistics and information in brief. Covers astronomical facts for the year such as moons, tides, eclipses, etc.; weights and measures; agricultural statistics; Constitution of the United States; government of the United States; naturalization laws; legislation; events of the preceding year; politics; societies with the names

and addresses of their officers; sporting records; colleges and universities, their presidents, athletics, fraternities, etc.; religious denominations; naval statistics of the world; foreign governments; population; U. S. army; election returns; New York City.¹⁵ The index is in front.

99. U. S. COMMERCE DEPARTMENT. STATISTICAL ABSTRACT OF THE UNITED STATES.

This is published each year, and is the most useful summary of statistics relating to the United States. Contains figures relating to area; natural resources; population; agriculture; forestry; fisheries; manufacturing; mining; occupations; labor; wages; transportation; shipping; commerce; prices; money; banking; finance; insurance; army and navy; and monetary, commercial and financial statistics of the world.

100. U. S. CENSUS BUREAU. THIRTEENTH CENSUS OF THE UNITED STATES. . . ABSTRACT.

Contains in condensed form the principal statistics of the 1910 census on population (except occupation statistics), agriculture, manufactures, and mining. It gives figures for the United States as a whole and for the different states separately, together with statistics relating to population and manufactures for the principal cities.

The index is divided into four parts: Population, Agriculture, Manufactures, Mining.

A special edition with a supplement of local statistics is published for each state, the District of Columbia, Alaska, Hawaii, and Porto Rico. The supplement is not indexed; to consult it one must use the general table of contents.

¹⁵ The subjects covered vary somewhat from year to year. Those mentioned are found in the volume for 1916.

101. Government. — Recent information relating to governments and politics is found in the New International Year Book, the Statesman's Year-Book, and the World Almanac.

McLAUGHLIN AND HART. CYCLOPEDIA OF AMERICAN GOVERNMENT. 3 volumes.

Comprehensive work on the theory and principles, history, organization, and functions of government in the United States, with articles on the land and the people, including biographical sketches of persons who have contributed to government. Covers topics relating to such subjects as public and international law; party organizations; international relations; federal, state, and municipal government; public finance; labor regulations; and social and industrial welfare.

102. U. S. CONGRESS. OFFICIAL CONGRESSIONAL DIRECTORY.

A new issue is published at the beginning of each session of Congress. Contains names, addresses, and records of congressmen; names and addresses of government officials, U. S. consuls, foreign consuls in the United States, membership of congressional committees; official duties of officers of the executive departments.

103. Archæology. —

HARPER'S DICTIONARY OF CLASSICAL LITERATURE AND ANTIQUITIES.

Includes Greek and Roman antiquities, biography, geography, history, literature, mythology, with bibliographic references, illustrations, and maps. Subjects are entered under their Latin or Greek names with cross references from the corresponding English names. But

when the Greek or Latin name resembles the English one, as *gladiatores* (gladiators), *Athenæ* (Athens), the English name is not given.

104. Biography. —

LIPPINCOTT'S BIOGRAPHICAL DICTIONARY.

It aims at bringing the record of noted persons down to the end of the Nineteenth Century, and covers historic persons, biblical and mythological characters, with the pronunciation of names. The best general biographical reference book.

105. DICTIONARY OF NATIONAL BIOGRAPHY; INDEX AND EPITOME.

Contains very short biographical outlines of Englishmen no longer living. It is condensed from the great Dictionary of National Biography in 66 volumes (and Supplement) by Stephen and Lee, for which it serves as index.

A similar Index and Epitome is also published for the second supplement of the Dictionary of National Biography.

106. WHO'S WHO.

Published every year. Gives briefly facts of general interest about prominent living persons chiefly English and American, but especially English. Tells for each individual the facts of date and place of birth, where educated, official positions held, marriage, books written, club memberships, favorite amusements, present address, etc.

107. WHO'S WHO IN AMERICA.

Published every two years. Contains condensed sketches of prominent living Americans and of persons

connected with American affairs. The information given is of the sort found in *Who's Who*. Beginning with the volume for 1908-09, there is a geographic index, which groups all the names in the book by states, cities, and post-office addresses. This makes it easy to find what persons are prominent in a given place.

108. Geography. —

LIPPINCOTT'S NEW GAZETTEER.

Geographical dictionary of the world containing information respecting countries, cities, towns, resorts, islands, rivers, mountains, seas, lakes, etc. Alphabetically arranged, with pronunciation and various spellings of names.

The most comprehensive American work of its kind.

109. MILL. INTERNATIONAL GEOGRAPHY.

Describes the continents and countries of the world, including their geology, natural features, climates, animals, vegetation, natural resources, brief histories, peoples, forms of government, industries, foreign trade, principal cities, and statistics, with an introduction on the principles of geography. Index.

110. Atlases. —

There is not at present (1916) in print any perfectly satisfactory general atlas for American students. The Century Atlas published as part of the Century Dictionary is probably the most satisfactory for general use.¹⁶

111. RAND, McNALLY & CO. LIBRARY ATLAS OF THE WORLD.¹⁷ 2 volumes.

Volume I. United States.

Volume II. Foreign countries.

¹⁶ See § 87.

¹⁷ An earlier edition is called *Indexed Atlas of the World*.

A general atlas with maps on a larger scale than the Century.

The volume for the United States has many large scale maps of cities. In this volume, each map is accompanied by a separate index, and each index is divided into several separate lists. Thus, the index to the map of Ohio is divided into lists of counties, creeks, islands, rivers, towns, etc.

The volume on foreign countries has a general index of its own.

The names of countries, cities, towns, etc., are accompanied in the indexes by figures of population.

112. STIELER'S ATLAS OF MODERN GEOGRAPHY.

An excellent general atlas adapted from the German for the English-speaking public. A little less than one-half the atlas is devoted to Europe. The land is shown in relief, heights and depths being given in meters. On the large scale maps, the spelling of place-names adopted is that of the country, for instance, names in the United States appear in their English form, names in France in French, etc. On the small scale maps the forms of names are German. Explanations of signs, abbreviations, etc., are given on the back of each map in English as well as in French, Italian, and Spanish.

There is a very full alphabetical index, which is sometimes difficult to use, as German forms of names are employed when they exist, for instance, *France* is indexed as *Frankreich*.

113. For history study, an excellent atlas is Shepherd's Historical Atlas. Two useful small historical atlases are Bartholomew's Literary and Historical Atlas of Europe, and his Literary and Historical Atlas of America. Besides maps of historic periods each of these



contains plans of notable battles, maps of districts connected with famous authors and books, and a short gazetteer of places of historic interest.

114. The index of an atlas. — At the margins of maps are found figures which mark latitude and longitude. Between these figures there are found in many atlases other figures and letters as in the illustration on the opposite page. An entry in the index of the atlas will read, "Chicago, Ill. 47; I-2", which means that Chicago, Ill., will be found on page or map 47, near the place where the imaginary lines I—I and 2—2 cross each other.

115. If the index of an atlas is poor or absent, it is sometimes quickest to locate first the country or state in which a town belongs, by using a gazetteer, the dictionary, or the encyclopedia. Next, consult the atlas's table of contents to find the map of the state or country. Locate the town on the map by the latitude and longitude or other description of location given in the gazetteer.

116. Useful Arts. —

BAILEY. CYCLOPEDIA OF AMERICAN AGRICULTURE.
4 volumes.

Volume I. Farms. Volume III. Animals.

Volume II. Crops. Volume IV. Farms and community.

To use this work, one must decide in which volume the answer to his question is likely to be found, and then consult the index of that volume. For instance, "Horses" must be looked for in the index of volume III on "Animals".

117. BAILEY. STANDARD CYCLOPEDIA OF HORTICULTURE.¹⁸ 6 volumes.

Considers the kinds, characteristics, and methods of cultivation of plants grown in the United States and Canada for ornament, fancy, fruit, or vegetables, including important tropical plants. Alphabetically arranged.

118. FREEMAN AND CHANDLER. WORLD'S COMMERCIAL PRODUCTS.

An English work descriptive of the economic plants of the world, their cultivation, preparation for market, and commercial uses. Handsomely illustrated. Index is not thorough.

119. WARD. GROCER'S ENCYCLOPEDIA.¹⁹

Descriptive information on food products and other articles found in grocery stores. Written for grocers and general storekeepers, but useful to students of domestic science and commercial geography.

120. Literature. —

BARTLETT. FAMILIAR QUOTATIONS.

A collection of passages, phrases, and proverbs in prose and poetry traced to their sources in ancient and modern literature. The quotations are grouped under authors, and authors are arranged by date of birth.

It has at the front an index of authors quoted, and at the back an index of important words.²⁰ To use it, look in the word index for some important or striking word in the quotation in mind; or for an appropriate

¹⁸ An earlier work in four volumes on which this is based, has the title *Cyclopedia of American Horticulture*.

¹⁹ Published also under the title, *Encyclopedia of Foods and Beverages*.

²⁰ An index of this kind which brings out the *words* of a book as distinguished from *subjects* is called a concordance. Concordances are made for great classics such as Shakespeare and the Bible.

quotation for some subject, look in the same index for suggestive words.²¹

Extracts from the word index, indexing the quotation, "Uneasy lies the head that wears a crown":

Crown, better than his, 64.
 emperor without his, 307.
 fruitless upon my head, 121.
 head that wears a, 89.

 Head, beauteous honors on its, 337.
 coals of fire on his, 828.
 crown of his, 51.
 fame over his living, 565.
 fruitless, crown upon my, 121.
 gently lay my, 218.
 silvered o'er by time, 419.
 Uneasy lies the, 89.
 what seemed his, 228.

121. HOYT. CYCLOPEDIA OF PRACTICAL QUOTATIONS.

Quotations are arranged alphabetically according to subject, hence it is very useful in looking up quotations for special subjects or occasions. Quotations from the Latin and from modern foreign languages follow those in English. There is an index to quotations in English, one for Latin and foreign, and a list of authors quoted.

Extract from the English index:

Crown—abdicated his crown 1 *a.*
 and an immortal crown 674 *a.*
 emperor without his c. 354 *u.*
 head that wears a c.* 535 *g.*
 lover or crown to thee 241 *h.*

The letter in italics following the page number indicates the place on the page where the quotation is found; and the asterisk (*) means that the author is Shakespeare.

²¹ For the latter purpose, Hoyt's Cyclopedia of Practical Quotations is easier to use. See § 121.

122. BREWER. DICTIONARY OF PHRASE AND FABLE.

This is useful in explaining allusions met with in reading. Contains: Unusual abbreviations, names and anecdotes of persons, mythological characters, characters in fiction, curious phrases, pseudonyms, outlines of plots and stories, proverbs explained, sobriquets, legends, and an appendix²² with a list of English authors and their works.

123. BREWER. READER'S HANDBOOK.

Allusions, references, plots, and stories. Useful in much the same way as the Dictionary of Phrase and Fable.

124. CHAMBERS'S CYCLOPÆDIA OF ENGLISH LITERATURE. 3 volumes.

Contains sketches and criticisms of British and American authors with short characteristic selections from their works. Authors are arranged in the order of their date. Index in the third volume.

125. MOULTON. LIBRARY OF LITERARY CRITICISM OF ENGLISH AND AMERICAN AUTHORS. 8 volumes.

Criticisms from the writings of eminent critics on the works of authors from the beginnings of English literature to 1904.

Authors are considered in the order of their dates. The information for any particular author is generally arranged thus: (1) biographical outline; (2) personal; (3) criticism of specific works; (4) general criticism.

Under any specific heading such as "Snow-bound", the extracts quoted are arranged in the order of their writing.

²² Not in earlier editions.

Volume 8 has a general index to the authors criticized, and a general index to criticisms under the names of the critics.

126. STEDMAN & HUTCHINSON. LIBRARY OF AMERICAN LITERATURE. 11 volumes.

Characteristic examples of American literature from its beginnings down to 1889.

Authors are arranged in order of their dates. Volume 11 includes short sketches of authors, a list of noted sayings of Americans, and a general index.

In the index, topics are often grouped under general heads; thus, for the poem "The Raven", one must look under the heading *Poetry*. Some other general headings are *Biography*, *Criticism*, *Fiction*, *History*, *Noted sayings*, and *War*.

127. WARNER. LIBRARY OF THE WORLD'S BEST LITERATURE. 30 volumes.

Contains: Volumes 1-27: Biographical and critical sketches, and selections. Volume 28: Songs, hymns, and lyrics. Volume 29: Biographical dictionary of authors, including many not represented in the selections. Volume 30: Synopses of noted books; general index. Authors from every country are included.

The material in volumes 1-27 is arranged alphabetically by the names of the authors represented. The general index, volume 30, is the key to the entire work.

The best compilation of the kind. The selections have been well made; the biographical and critical sketches are by eminent scholars and writers, and are signed; and portraits and illustrations are useful features.

Useful for those who wish to get some knowledge of an author's writings without reading his entire works.

128. History. —

HARPER'S BOOK OF FACTS.

An alphabetically arranged encyclopedia of the history of the world covering government, science, art, and literature. Information concise; lists of rulers and chronological tables of events under the names of countries. Few biographical items; persons are mentioned as a rule only in the articles on the places, events, etc., with which they were connected.

129. HAYDN'S DICTIONARY OF DATES.

A standard work of reference giving concisely historical facts on all subjects. The arrangement is alphabetical. A chronological outline of the history of a subject often accompanies an article.

There are no biographical articles; persons are alluded to only in connection with the events in which they took part. To find an allusion to a person, one must use the index which gives the names of the events, etc., with which he was connected; thus for George Washington, one is referred to the articles "United States", "Yorktown", and "Virginia".

More comprehensive than Harper's Book of Facts, but sometimes not so strong on United States history.

**130. LARNED. HISTORY FOR READY REFERENCE.
7 volumes and "companion volume."**

Extracts from the writings of the best historians, biographers, and specialists, to illustrate the history of all countries and times. It gives the exact words of the writers quoted. The arrangement is alphabetic by country, event, etc., and under place is in order of time. An event is generally described under the name of the country with a cross reference from the name of the

event, thus: *Samnite Wars, The*. See *Rome: B.C.* 343–290. Volumes 6 and 7 cover the years, 1894–1910. The companion volume contains notes to maps, chronological list of events, lineage of royal and great historic families, bibliography, outlines for study, etc.

131. PLOETZ. MANUAL OF UNIVERSAL HISTORY.

Summary of the principal facts and dates of the history of the world, without comment. Index.

132. HARPER'S ENCYCLOPEDIA OF UNITED STATES HISTORY. 10 volumes.

The most extensive cyclopedia of the subject, including many biographical articles; texts of famous speeches, resolutions, proclamations; facsimiles of important documents; etc.

133. LOW AND PULLING. DICTIONARY OF ENGLISH HISTORY.

Events, persons, and institutions connected with English history arranged alphabetically. Index.

134. Text-books. — It often happens that a subject is not covered by any special reference book. In such cases, a good, comprehensive, up-to-date text-book can frequently be used instead. A good text-book selects and boils down for its readers the facts from many sources, and presents them in an orderly way, giving each fact its proper importance. Aids to the student which are often found in the best modern text-books are full indexes, lists of readings and references, maps, pictures, diagrams, etc.

Some common subjects of study on which, in the ordinary library, text-books are likely to be the best available special works for ready reference, are mathe-

matics, physics, chemistry, physical and commercial geography, and botany.

135. Bibliographies. — A bibliography is a list of books or other writings related to some one thing. It may be a list of works by an author, as a bibliography of George Eliot's works, or relate to some subject, as a bibliography of Education. It may fill a book or a chapter; it may occur at the ends of chapters or articles, or be scattered through a book in footnotes.

To the student, bibliographies are valuable in a number of ways. A bibliography may list all that has been published on a subject, or it may limit itself to those works which are most useful or important. It may include references to magazine articles, pamphlets, and parts of books not mentioned in the library catalogue. It may mention material which is not in the library. It may have useful notes describing or criticizing the books, etc., referred to. In all these ways it serves as a guide and a time-saver to the student who must follow up a subject with thoroughness.

The card catalogue calls attention to the most important bibliographies in any particular library; others must be sought in the text-books, reference books, and standard works on a subject. In addition to these, libraries often have on file lists of references on special subjects for reading or study.

NOTE. — Different editions of books mentioned in this chapter have been noted only when a revision or enlargement would affect the manner of using a work, or when a title has been changed.

Chapter VI

Magazines and Magazine Indexes

136. Magazines in general. — Magazines or periodicals are publications issued usually at regular intervals commonly either of a week, or of a month. Every year or six months or other convenient period, a volume is completed, and for many magazines an index to each volume is published. Each number of most periodicals has a table of contents, the position of which varies in different magazines.

137. Magazines in their current numbers give the latest thought and news of the world and thus supplement books. They often discuss subjects not treated elsewhere, and the better magazines print much material of lasting value. Many of them review new books.

On the other hand, as magazine articles are usually short compared with books, they are at their best in dealing with small subjects or with particular aspects of large ones; they are least likely to be satisfactory in handling themes which call for long and thorough treatment. The less conscientious of the popular magazines sometimes are sensational and print poor work from an author whose name has advertising value. Popular articles on very special subjects, such as science and its applications, unless signed by recognized authorities must be taken with caution.

138. Magazines differ greatly both in the kinds of subjects which they handle and in their style. For special subjects there are often special periodicals, for

instance, for education there is among others the Educational Review. As to style, a more or less popular treatment is to be looked for in general magazines, and more scholarly or technical treatment in magazines which deal with special subjects.

139. Study of magazines. — In making a study of a magazine, look first for the facts relating to its publication, *i.e.*, the name of the publisher, editor,¹ etc.; place and frequency of publication; and price. This information may be printed in an obscure corner so that some search may be needed to find it. Read the table of contents which may also be buried among other matter. In this, observe what subjects are dealt with, whether poems, stories, etc., appear and what kind of article is given the leading place. Look for well-known names among the contributors. Observe whether the contents are classified, and if so, how. Read several articles for their quality and style. Notice whether or not there are illustrations, their number, kind, and quality. Note any striking special features. Observe the amount and quality of advertising matter. Note if the title is appropriate to the contents. Compare with other similar periodicals on the points mentioned above.

140. Representative magazines. — The following list includes a few of the more useful and important magazines found in American libraries.² It is intended as an aid to the beginner in choosing among references in the magazine indexes described hereafter, and in

¹ Brief, biographical facts about prominent editors, publishers, and authors may be sought in *Who's Who in America*, etc. See § 107.

² The magazines named in footnotes through the remainder of this chapter are some which the student will often find mentioned in general periodical indexes, and which therefore need a word of description. Some are of poorer quality; most, however, although important, are special, or nonpopular in style, and hence are less likely to interest the ordinary reader or to be found in smaller libraries.

selecting periodicals for general reading. In using it for either purpose, the reader must remember that the same magazine may vary from year to year in the quality and nature of its contents, and in case of a change of owner, may alter its character completely.

To save space the following abbreviations are used:

B = has book reviews. Q = published quarterly.
 M = published monthly. R = indexed in Readers' Guide.
 P = indexed in Poole's Index. W = published weekly.

Book reviews are not noted if unimportant.

141. General popular magazines. — Popular articles on subjects of general interest including literature, social reform, politics, art, science, biography, travel, etc., stories and poems.

ATLANTIC MONTHLY, (M P R).

CENTURY, (M P R).

HARPER'S MONTHLY MAGAZINE, (M P R).

SCRIBNER'S MAGAZINE, (M P R).

Of these magazines, the Atlantic has probably the most consistently high literary standard and appeals especially to the better educated reader. It has no illustrations. The Century, Harper's, and Scribner's are of about equal rank with one another, are generally well written and well illustrated, and are widely popular.³

142. Some magazines choose their writers or their subjects from a certain geographical field, for example:

CANADIAN MAGAZINE,⁴ (M P R).

³ These four are the best of the general popular magazines. The following are less consistently high in their standards of contents and style and are sometimes inclined to be sensational.

AMERICAN MAGAZINE, (M P R). EVERYBODY'S MAGAZINE, (M P R). MCCLURE'S MAGAZINE, (M P R). The earlier volumes of McClure's are of higher standard than the later ones.

⁴ Other such magazines are: NEW ENGLAND MAGAZINE, (M P R); OVERLAND MONTHLY, (M P R), The West; SUNSET, (M R), The Pacific slope. Partly because of their local limitations, such magazines as a rule lack the interest and literary quality of the best general magazines.

143. Reviews. — Reviews have the same range of subjects as the general popular magazines, but are more serious in their treatment. Their tone is scholarly or literary. Strong articles on current political, social, economic, and industrial questions make them valuable to the debater. Little or no space is given to stories and light literature, illustrations are usually absent, and advertising matter is scanty. Important books are reviewed.

FORUM, (M P R).

NORTH AMERICAN REVIEW, (M P R B). The leading review in the United States.⁵

144. Sociology. — Few magazines in this field are of popular interest.⁶

SURVEY, (W P R B) formerly CHARITIES AND THE COMMONS. Social reform, including such topics as child welfare, poor relief, housing, etc.

⁵ Other American reviews are: ARENA, (M P R B). Discontinued, 1909; NEW REPUBLIC, (W R B). Original comment and opinion on national problems. Viewpoint is idealistic; UNPOPULAR REVIEW, (Q R). Aims at combating popular social, political, and other national fallacies.

Important British reviews are: CONTEMPORARY REVIEW, (MPRB); EDINBURGH REVIEW, (Q P R B), Published in London; FORT-NIGHTLY REVIEW, (M P R); NINETEENTH CENTURY AND AFTER, (M P R); QUARTERLY REVIEW, (Q P R B).

The Edinburgh and the Quarterly have notable book reviews which in effect are long essays for which the books under discussion serve merely as texts, and which make up most or all of these periodicals.

LIVING AGE, (W P R B). Published in Boston; consists of important articles reprinted from leading British periodicals.

⁶ The following magazines are issued by universities or other learned bodies, and contain scholarly, authoritative articles on important topics in sociology and economics. Book reviews are signed by specialists. These magazines, which are most likely to be found in college and larger public libraries, are valuable sources for the debater.

AMERICAN ECONOMIC REVIEW, (Q R B); AMERICAN JOURNAL OF SOCIOLOGY, (Bi-M P R B); ANNALS OF THE AMERICAN ACADEMY OF POLITICAL AND SOCIAL SCIENCE, (Bi-M P R B); JOURNAL OF POLITICAL ECONOMY, (M, except Ag. & S., P R B); POLITICAL SCIENCE QUARTERLY, (Q P R B); QUARTERLY JOURNAL OF ECONOMICS, (Q P R B).

145. Education. — Magazines for teachers.⁷

EDUCATION, (M, except Jl. and Ag., P R). Largely college and high school.

EDUCATIONAL REVIEW, (M P R B). College and high school education.

ELEMENTARY SCHOOL JOURNAL, (M, except Jl. and Ag., R) formerly ELEMENTARY SCHOOL TEACHER.

SCHOOL REVIEW, (M P R B). High school education.

146. Science.⁸ — The following magazines are popular in style.

BIRD-LORE, (Bi-M R B). Articles and notes on the study and protection of birds; colored and other illustrations.

NATIONAL GEOGRAPHIC MAGAZINE, (M P R). Interesting, finely illustrated articles on different lands, peoples, and customs; travel and exploration; etc.

147. Useful Arts. — In this field are published hundreds of periodicals of great value to engineers, mechanics, business men, and other workers.

ENGINEERING MAGAZINE,^{8a} (M R). Engineering, with particular attention to industrial management. Special features are the monthly review of engineering progress and the Engineering Index to technical periodicals.

⁷ Special branches of education are often covered by special magazines, for example: MANUAL TRAINING MAGAZINE, (M, except Jl. & Ag., R B).

⁸ Magazines dealing with pure science including those mentioned above are for the most part published by, or under the direction of, scientific societies and institutions. Nearly all are addressed to scientific readers and hence are scholarly or scientific in treatment. SCIENCE, (W P R B). Addresses, papers, scientific news and notes. SCIENTIFIC MONTHLY, (M P R) formerly POPULAR SCIENCE MONTHLY. Includes not only natural, but also political and social science, etc. The old title is not to be confused with a later, popular, illustrated magazine of the same name.

^{8a} Title changed to INDUSTRIAL MANAGEMENT, November, 1916.

SYSTEM, (M). Popularly written articles on business topics.

The following magazines have up-to-date popular, illustrated, usually descriptive articles on the applications of science, and are especially interesting to boys and young men.

ILLUSTRATED WORLD, (M R) formerly the TECHNICAL WORLD MAGAZINE. A wide range of the world's work.

POPULAR MECHANICS, (M). Articles and many brief items on mechanical subjects; shop notes.

SCIENTIFIC AMERICAN, (W R B). Interesting articles on scientific and technical subjects.

SCIENTIFIC AMERICAN SUPPLEMENT, (W R B). Largely articles reprinted from scientific and technical periodicals.

148. Domestic Science.—Practical articles for the housekeeper⁹; care of children; clothing; cookery; household hints; stories. Popular in style.

AMERICAN COOKERY, (M) formerly BOSTON COOKING SCHOOL MAGAZINE; DELINEATOR, (M R); GOOD HOUSEKEEPING, (M R); LADIES' HOME JOURNAL (M R); WOMAN'S HOME COMPANION, (M R).

149. Country Life.—Popularly written and lavishly illustrated magazines with descriptive and practical articles; from the viewpoint of the amateur rather than of the practical farmer.

COUNTRY GENTLEMAN, (W). Agriculture, gardening, and country life in general; for the country dweller of ordinary means.

COUNTRY LIFE IN AMERICA, (M R). Home-making, agricultural, and outdoor subjects.

⁹ For the teacher or student of domestic science there is the JOURNAL OF HOME ECONOMICS, (M R B). This omits lighter features such as stories.

GARDEN MAGAZINE, (M R). Planting and managing the home grounds; cultivation of fruits, vegetables, and flowers.

150. Fine Arts. — Art and its application for the student of art and the general reader, usually with many attractive illustrations.¹⁰

CRAFTSMAN, (M P R). Arts and crafts. Largely devoted to artistic home-making and furnishing.

HOUSE BEAUTIFUL, (M R). Planning, building, furnishing, and decorating the home, for the suburban or country dweller of means.

INTERNATIONAL STUDIO, (M P R B). Many illustrations of works of art, including some in color.

151. Sports. —

OUTING MAGAZINE, (M P R). Chiefly outdoor sports and vacation travel.

152. Literature. — News, criticism, and discussion of books and authors; careful book reviews.

BOOKMAN, (M P R B). Includes news and criticism of the drama.

DIAL, (Semi-M P R B). Chiefly reviews and notes of books.

NATION, (W P R B). Includes editorial articles on questions of the day.

153. Current Events. ¹¹ — Current events at home and abroad surveyed usually with editorial comment;

¹⁰ The following magazines cover special branches of the fine arts: ARCHITECTURAL RECORD, (M P R B). Architecture and allied arts and crafts. MUSICIAN, (M R). General and practical articles, news, and music; for amateur, teacher, and professional musician. PHOTO-ERA, (M R). Photography for the amateur; descriptive, suggestive, and practical.

¹¹ Magazines devoted to the discussion of current events and public questions, like newspapers, are likely to reflect to a greater or less extent in their choice of contents and editorial attitude the personal or political interests of their owners.

illustrated popular articles on subjects of immediate public interest.

COLLIER'S NATIONAL WEEKLY, (W R). Pictorial; light; aggressive.

CURRENT OPINION, (W R). News and comment largely quoted or summarized from periodicals and newspapers.

INDEPENDENT, (W P R B).¹²

LITERARY DIGEST, (W R B). Extracts from United States and foreign periodicals and newspapers compiled without comment; current cartoons.

OUTLOOK, (W P R B) Popular; progressive. Editorials are always worthy of attention but not always impartial.

REVIEW OF REVIEWS, full title, AMERICAN REVIEW OF REVIEWS, (M P R B). Special features: Chronological record of the month's events; current cartoons; summaries of leading articles in other periodicals. Strong on public questions.

SATURDAY EVENING POST, (W). Popular; light; fiction of very uneven quality; interesting articles on questions in politics and sociology, but reflects rather than criticizes public opinion.

WORLD'S WORK, (M P R). Remarkable for its excellent illustrations, and critical comment of news of the day. Interesting special articles.

154. Other publications. — Besides magazines, there are other publications which come out from time to time, often irregularly, which are useful in reference work, and which are referred to in periodical indexes,

¹² With this was merged, May, 1916, HARPER'S WEEKLY, (W R), a popular, pictorial magazine of conservative tendencies on public questions.

bibliographies, etc. Among these are certain publications of the United States Government, and the proceedings of important societies.

155. U. S. Government bulletins, etc. — The bulletins, circulars, and other similar papers issued by the different departments of the Government are, as a class, authoritative and reliable. They cover an immense number of subjects and are written for many kinds of readers, from the scientist to the housewife.

156. AGRICULTURE DEPARTMENT. FARMERS' BULLETINS. (R)

These are plainly written pamphlets, each dealing in a practical way with some topic relating to farming, gardening, or housekeeping.

157. AGRICULTURE DEPARTMENT. YEARBOOK. (R)

Besides the yearly report of the Department, this has special articles for the farmer on agricultural topics; statistics on the amount, value, and prices of farm products; review of weather conditions; and other useful information.

158. EDUCATION BUREAU. BULLETINS. (R)

Each bulletin is a report on, or a study of, some educational subject, usually relating to primary or secondary education.

159. LABOR STATISTICS BUREAU. BULLETINS. (R)

Each bulletin is a report on, or a study of, some topic of interest to labor. Some subjects covered by these bulletins are hours of labor, child labor, retail prices, unemployment, court decisions affecting labor, labor legislation, and industrial accidents.

160. Proceedings of Societies. — Important professions, trades, and lines of business often have national or local associations which meet periodically. At the

meetings of many associations, in addition to the regular business of the meeting, papers relating to professional matters are read and discussed. Many societies print the papers and discussions in their "transactions", "proceedings", "journal", or whatever the published record is called. Such papers are often very valuable, especially in the case of national organizations of highly trained workers such as engineers and scientists, but naturally are likely to be more or less technical in treatment.

161. NATIONAL EDUCATION ASSOCIATION. PROCEEDINGS. (R)

Papers on current educational subjects, relating chiefly to elementary, high, and normal schools.

162. Magazine indexes. — The keys to magazine and similar material are the magazine indexes. A magazine index, in a few volumes, contains references to thousands of articles which otherwise, though at hand, would practically be unavailable. For the ordinary reader the most useful of these indexes are Poole's Index and the Readers' Guide.

163. Poole's Index. — The "Poole" series of indexes indexes important American and British periodicals from 1802 to and including 1910 as follows:

Poole's Index, 2 volumes, 1802-1881.

Supplements, published every five years, 1882-1906.

These are continued by the

Annual Library Index, 1907-1910.

Articles are indexed under subjects, except that stories are entered under titles. The arrangement is alphabetical. There are few cross references. The Annual Library Index also indexes under the names of authors.

There is an abridged edition of Poole's Index in one volume which covers thirty-seven magazines from 1815

to 1899, and has a supplementary volume from 1900 to 1904.

SPECIMEN ENTRIES FROM POOLE'S INDEX

- Ice-yacht, How to build. (E. A. Terhune.)
Outing **45**: 633.
- How to sail. (J. A. Roosevelt.)
Outing **43**: 608.
- Icebergs, The Peril of the. (P. T. McGrath.)
McClure **25**: 115.
- Iceland. (Arch. Geikie.) Nature **65**: 367.
- Book collections in. Lib. J. **29**: 17.
- Conversion of. (E. E. Kellett.)
Quar. **204**: 276.

Note that the title is inverted when necessary so as to bring the name of the *subject first*.

164. The Readers' Guide. — The Readers' Guide indexes periodicals from 1900 to date. It includes a few popular magazines not found in Poole, such as the Delineator, and a few important government publications, such as the Yearbook of the Department of Agriculture. It does not index as many periodicals as Poole.

It is published monthly. At regular intervals it "cumulates", that is, certain numbers in addition to the entries for the month include the entries of the month before or of a number of months. All entries for the year are gathered into the annual volume, and a large volume covers each five-yearly period.

The plan of publication is such that for the current year, the reader never needs to look in more than two numbers.

Articles are indexed by their subjects, authors, and occasionally by their titles. All entries in any number

or volume are arranged alphabetically, and there are cross references.

SPECIMEN ENTRIES FROM THE READERS' GUIDE

Mosque, In the shadow of the blue. Blackw 184: 590-2.
O; Same. Liv Age 259: 779-81 D. 26 '08

Mothers

For the suppression of mothers. F. Pier. Harp W 52: 29
D 26 '08

Mistakes of young mothers. J. P. C. Griffith. Good H
48: 82-6 Ja '09

Motor cycles

Interesting motor cycle. A. H. J. Keane. il Sci Am 99:
474. D 26 '08

Rise of the motor cycle. A. H. Bartsch. il Harp W 53:
24-5 Ja 2 '09

Mott, Howard Schenck

Growing importance of copper. Harp W 52: 28 D 19
'08

Union Pacific report. Harp W 52: 30 D 26 '08

Moulding. See **Casting**

Moulton, Richard Green, 1849-

Milton as the greatest of Englishmen. Univ Chic M 1:
88-95 Ja '09

165. The Readers' Guide Supplement. — This indexes general periodicals not included in the Readers' Guide.¹³ The magazines are of a less popular nature and less likely to be found in the small library. It appears every two months¹⁴ and cumulates with each number until the annual volume is formed.¹⁵ The arrangement and the manner of use are the same as in the Readers' Guide.

166. Magazine Subject-Index. — Another general index, the Magazine Subject-Index, first published in 1908, covers magazines not included in Poole or the Readers' Guide. It is continued yearly by the Annual

¹³ Including a number of periodicals formerly indexed in Poole.

¹⁴ Omitting the July number.

¹⁵ There is promised (1916) a cumulated volume which is to cover the years 1907-1915 in one alphabet, and which will supplement the last volume of Poole, 1902-1906.

Magazine Subject-Index. Since Poole ceased publication it has added many of the periodicals formerly indexed in that series. It is less important than Poole's Index and the Readers' Guide, and will not be available except in larger libraries.

167. Special indexes.—A number of important subjects such as engineering, agriculture, law, medicine, etc., have special periodical indexes devoted to them. These indexes are found mostly in large or special libraries and are of use chiefly to the special worker. The one which is of most general interest is the Industrial Arts Index.

168. Industrial Arts Index.—Beginning 1913, this is an alphabetical index to subjects in those technical periodicals most commonly found in American libraries. It indexes journals chiefly on engineering in its different branches, but also on chemistry, accountancy, printing, forestry, textiles, agriculture, and commerce. It is issued several times a year and cumulates with each number until the annual volume is formed.

169. How to use magazine indexes.—In those indexes which have been described above, look for the name of the subject wanted as in the index of an ordinary book. Work methodically, for instance, begin at the latest number or volume and work back, or choose some date and work forward from it. The names of the magazines indexed and a key to their abbreviations are found in the front of any number or volume.

Make a note of a reference by taking down the name of the magazine, the volume number, the page numbers and the date if given, thus:

Nation, 101: 25-66, J1. 1, '15.

72 The Practical Use of Books and Libraries

170. Use the following abbreviations for the months of the year: Ja., F., Mr., Ap., My., Je., Jl., Ag., S., O., N., D.

171. If there are many references to be taken, note each on a separate slip or card; arrange references to different magazines alphabetically by the name of the magazine, and references to the same magazine by volume number and date. Doing this saves time and steps in getting the volumes from the shelves.

172. Risk of losing or misplacing slips can be avoided by making a "finding list" on a sheet of paper, thus:

Century, 89,	Mr. '15
Outlook, 108,	D. 30, '14
109,	F. 3, '15
	F. 10, '15
Scribner, 58,	Jl. '15

Chapter VII

Reference Work: Working Bibliographies, Notes, Debating

173. Reference work.—In reference work of any kind, whether it be the looking up of a particular point or the exhaustive study of some subject, as in preparing a debate, it is necessary to be able to make use of the library as a whole. To do this, the student must keep in mind the principal resources of the library for such work which have already been described in detail, but are here summarized.

1. The card catalogue. This tells what the library has by an author, whether it has a particular title, and what books it has on a subject.

2. Reference books, including dictionaries, encyclopedias and special reference books. These give short accounts of subjects.

3. Magazine indexes. These give clues to recent material and to many subjects not covered in reference and other books.

4. Miscellaneous aids including bibliographies mentioned in the card catalogue, in reference books, etc., and lists for reading and study compiled by the library.¹

¹ This list of miscellaneous aids is not exhaustive. There are, for instance, many special indexes such as those to U. S. government documents, which are less likely to be found in smaller libraries.

In addition, the general arrangement and classification of books and the use of the index and other parts of a book should be understood, the former as an aid in finding one's way about, and the latter in order to make the use of any book easy and efficient.

174. Working bibliographies. — Before beginning the study of a subject in which it is necessary to consult a number of books and magazine articles, it saves time and trouble to make out first a list of references for looking up. To this list can be added any other references met with in the course of one's reading.

In making such a list or "working bibliography", the student must consult the reference resources of the library described in the previous paragraphs on reference work. The best system to use is a card list with one reference only on each card. Cards or slips of paper the size of a library catalogue card, about three inches by five inches, are satisfactory in practice. With a card system, references can be noted as they happen to come and later arranged in more convenient order. When an article has been read, the corresponding card is checked and a note on the contents or value of the article is added to it if desired. When there are many references, it saves time in finding books and avoids the risk of losing or misplacing cards to make from the bibliography a finding list. See sections 60 and 172.

175. Essentials of a bibliography. — The essentials of a bibliography are that it shall be full and exact in its matter, and consistent and orderly in its form.

FULLNESS. More references should be noted than the reader expects to need, for some may prove unavailable and others useless. Furthermore, if a subject is indefinite, an extra amount of reading may be necessary to make it clear in the reader's mind.

EXACTNESS. Each reference should be exact enough to enable the student to identify and find the material referred to with the least possible delay.

CONSISTENCY. References of the same kind should be alike in the sort of information noted and in the arrangement of this information. Thus, every reference to a book should give author, title, and date, and these items should always follow in the same order. In the same way, references to magazines should be consistent with each other. If some detail, such as volume number, date, etc., is not given in the catalogue or magazine index, leave a space where it belongs on the card, and fill in the information later from the book or the magazine itself. The importance of consistency is seen when it becomes necessary to arrange the cards in order.

ORDER. The bibliography as a whole should be arranged on some definite plan so as to make it easy to consult. For example, references to books may be separated from references to magazines, and each part arranged in alphabetical order. For a debate, it will be convenient at least to separate general affirmative, and negative references from each other.

176. Model forms for a bibliography.—For a book, note the following items in the order given: (1) Author's name inverted, (2) title, (3) edition if given, (4) date,² preferably that of copyright, (5) number of volumes if more than one. If but part of a work is referred to, omit (5), and add (6) the number of the volume if it is in more than one volume, and (7) inclusive page numbers. If for use in a library add (8) the call number. The following forms will serve for imitation:

² In printed bibliographies, place and publisher are often inserted before the date.

Use the first
line for the
author's
name only

Always start
the title on a
fresh line.
Observe
margins, spa-
cing, & general
arrangement.

973 Wilson, Woodrow
W77 Division and reunion.
Ed. 11. 1898

92 Morse, J. J.
L719M Abraham Lincoln.
1893. 2v.

92 Morse, J. J.
L719M Abraham Lincoln.
1893. v. 1, p. 111-160

Lincoln-Douglas debates;
good, detailed account

For a magazine article, note the following items in the order given: (1) Name of the magazine, (2) volume number, (3) inclusive page numbers, (4) date, (5) title of article, (6) author's name.³

Top line: Name
of magazine, v. & p.
nos. & date only.
Title on new line.

Outlook 107:412-16 Jan. 20, '14
What to do with the mo-
tion-picture show. J. C. Howe

177. Abbreviations. — Allowable abbreviations are:
The use of an author's initials if he has more than one

³When a show of authorities is desired rather than a working list, as sometimes in a finished bibliography to be attached to a report or a thesis, the several items may be re-arranged as follows: (6) Inverted, (5), (1), (2), (3), (4), and the entries arranged alphabetically by the names of the authors.

forename; if a book has more than two authors, the name of the first only, followed by the phrase "and others"; and cutting off a long title at the end of the first significant phrase.

178. Taking notes. — Before beginning to write, read through, as carefully as time will allow, the matter from which notes are to be made. When a great deal of material must be examined, however, as in preparing for a debate, the reader must be able to read rapidly as well as effectively.

Reading rapidly is accomplished by grasping sentences as wholes instead of reading every word, leaping from one sentence to the next, snatching two or three striking words in a line and trusting to later sentences to clear up the meaning. Special attention should be paid to the beginnings and ends of sentences, of paragraphs, and of chapters. In paragraphs, the "topical sentence" should be sought. In a book as a whole, the first chapter often states the problem and the last, the author's conclusions; the table of contents is highly useful as a summary; and the index serves for quickly finding all the allusions to a subject.⁴

Notes are easier to consult and look better if they are arranged on the page in a certain form. At the top of the first page of a note should appear the subject and an exact reference to the source of the note so that statements can be verified if necessary. Leave a generous margin at the left for remarks. In loose-leaf notes, use one side only of the paper, and start a new note on a fresh page if notes must be rearranged or later notes inserted.

In the note itself, unless the original words are to be quoted, the aim should be to summarize and condense.

⁴ Most of the suggestions in this paragraph are borrowed from R. L. Sandwick. *How to Study*. 1915. p. 56-66.

Therefore leave out unessential words, phrases, sentences, and points. Substitute a paragraph for a page, a sentence for a paragraph, a phrase for a sentence. In notes for one's own use, use any signs, abbreviations, or other short forms which will be easily understood, such as & for "and", . . . for "therefore", tho for "though", r for "are", etc. The student's own ingenuity will suggest others.⁵

Marks which should be used for the sake of exactness are quotation marks (" ") if the exact language of the original be used, three dots (. . .) where words are left out of a quotation, and brackets ([]) for enclosing comments by the taker of the note.

179. Use of the library in debating. — The suggestions on the use of the library which have hitherto been made apply to debaters as well as others. Detailed directions on the card system, on taking notes of evidence, on preparing the brief, and on the literary side in general of debate work are included among other matter in text-books on the subject which are common in school and public libraries. There remain a few special points not fully covered elsewhere which particularly concern the use of the library.

180. Choosing the question. — In choosing a subject for argument, one question which the debater should ask himself is, "How much material on this subject am I likely to find in print?"

⁵ Some shorthand signs which can be adapted to longhand notes are:

— are	∪ not	⌈ that
∖ be	∖ of	⌋ the
o is	> of the) was
		/ which

Marks which can be used in place of word endings are — for -tion, ∪ for -ment, ∙ for -ing, etc.; thus, abbreviā for "abbreviation", commencē for "commencement", and dô for "doing".

In answer it will help him to remember that the greater the general interest in a subject, the more books and magazine articles will be written about it; for instance, municipal and social reform, and the relations of labor and capital are always being discussed in print. A measure which is before Congress, or a question of national interest which is being agitated in the newspapers or magazines, is likely to be rich in printed material for argument.

The narrower or more local the subject, the less the material; for instance, there would be nothing on the proposition: RESOLVED, *that the lunch hour in the Washington High School be changed from 12 o'clock noon, to 12.30 p.m.* For such a subject, the debater must be able to rely on his own knowledge of the facts, and ingenuity in arranging and presenting them.

When a question unites a local application to a general proposition, the debater is likely to find plenty of material on the latter, but may have to rely on his wits for the former. For instance on the question, RESOLVED, *that the city manager form of government be adopted by (a certain city)*, there is much material in the city manager plan in general but probably little bearing directly on conditions in that city.

Foolish or undebatable propositions will be found to lack material on one side or the other. For instance the proposition, RESOLVED, *that there should be a safe and sane Fourth of July*, is not debatable. No sensible argument can be advanced for an unsafe and insane holiday, and it is accordingly found that the negative of this question has no case as far as printed arguments are concerned. Numerous manuals for debaters have long lists of propositions which will frequently serve

either as questions for debate as they stand, or as models for the wording of original questions.

When the subject has been chosen and the wording settled, the question should be brought to the library written out plainly in the exact words in which it is to be debated. The debater is then ready to begin work on his bibliography as above described.

181. Special material.—Sources of material of special use to the debater are reference books, newspapers, United States Government publications, the publications of certain societies, and numerous books on debating.

182. Among REFERENCE BOOKS, general encyclopedias often give impartial outlines, histories, and general statistics of important questions. They are the first books to be consulted in making the acquaintance of a subject. Unabridged dictionaries are helpful in defining terms and in supplying quotations illustrating their use. Other reference books of particular value to the debater are those covered by the class numbers from 300 to 379 inclusive, dealing with sociology and including statistics, political economy, government, education, etc. For determining the standing of a writer, such works as "Who's Who in America" are useful.

183. NEWSPAPERS should be watched when a debate deals with some topic of the hour. Their editorial columns may supply comment or argument; the news columns, specific instances of evils or reforms, court decisions, legislative events, results of elections, or other significant news. They are particularly useful for local topics.

184. GOVERNMENT DOCUMENTS such as reports and bulletins of bureaus and departments, of congressional

committees, of special commissions, census and other statistical reports, etc., are authoritative.

185. THE CONGRESSIONAL RECORD reports the debates in Congress every day that Congress is in session. The first part of the Record is devoted to set speeches which could not be delivered for lack of time, but are printed for the benefit of constituents. The proceedings of the Senate follow, and the proceedings of the House come last. In the debates, headings are inserted to indicate the subject under discussion. The Congressional Record frequently contains valuable material; and the proceedings of whichever house has a bill under consideration should be carefully watched when a team is debating the same subject. It is useful for suggesting subjects of public interest for debate. In using the Congressional Record, however, it is to be borne in mind that congressmen vary in attainments and public reputation.

186. There are numerous SOCIETIES which exist for the furthering of some public object, such as the Society for the Prevention of Something, the Association for the Promotion of This, and the League for the Study of That. Such a society is likely to issue publications which contain valuable and interesting information and which, if they are not in the library, can often be had of the society for the asking. The library can often furnish the exact names and addresses of such societies and other sources from which direct information may be sought by writing.

187. Books on debating: How to debate. — The books in the following lists are of special use to beginners. FOSTER, (W. H.) DEBATING FOR BOYS.

Very simple, brief outline explaining the essentials of debating and parliamentary law. Appendixes contain

a list of questions for debate, instructions on how to judge a debate, and a specimen constitution for a debating club.

FOSTER, (W. T.) ARGUMENTATION AND DEBATING.

A thorough, careful exposition of the art of debate, with many illustrative examples and a list of two hundred and seventy-five propositions. A college textbook, but valuable for reference to the high school debater.

FOSTER, (W. T.) ESSENTIALS OF EXPOSITION AND ARGUMENT.

Excellent manual for high schools, academies, and debating clubs, presenting the subject from the student's viewpoint. Includes detailed directions on the use of the card system, making notes of evidence, preparing the brief, etc., among other practical matter.

LAYCOCK AND SPOFFORD. MANUAL OF ARGUMENTATION.

Simple manual for high schools and academies.

PHELPS. DEBATERS' MANUAL.

Compilation of practical material on preparing debates, and on the organization and management of debating societies and leagues. Includes a section on judging; a list on public speaking, argumentation, and debate; and a subject index to sources which contain complete debates, references, briefs, and like material.

THOMAS. MANUAL OF DEBATE.

A compact manual suitable for the high school debater.

188. Books on debating: Briefs, lists, and references. — The books named below contain lists of questions, outlines of debates, references to sources,

etc. When articles referred to in these books are used, they should always be supplemented by using the latest material available through library catalogue and magazine indexes.

CARNEGIE LIBRARY OF PITTSBURGH. DEBATE INDEX.

Indexes a number of debaters' manuals and is useful as a guide in locating material quickly, especially on out-of-the-way subjects.

BROOKINGS AND RINGWALT. BRIEFS FOR DEBATE.

Seventy-five questions with outlines for both sides, and very full lists of references. It also has a list of two hundred additional topics for discussion, and a preface on the art of debate, which, though intended for college men, the high school debater should find suggestive. Old but useful.

CRAIG. PROS AND CONS.

Contains complete debates with the questions fully discussed on both sides, and directions for organizing a debating society.

DEBATERS' HANDBOOK SERIES.

Numerous volumes have been published, each devoted to some question of public interest, and containing selected articles, with brief and bibliography. Particularly useful.

INTERCOLLEGIATE DEBATES.

A series of which each volume contains briefs and reports of actual intercollegiate debates, with lists of references.

LIBRARY OF CONGRESS.

Numerous lists of references on important subjects. Many references will be found only in larger libraries and will be of use to the college rather than the high school debater.

MATSON. REFERENCES FOR LITERARY WORKERS.

Topics and questions for debate with numerous references to sources. Useful for out-of-the-way subjects.

RINGWALT. BRIEFS ON PUBLIC QUESTIONS.

Similar to Brookings and Ringwalt's Briefs for Debate, but more recent.

ROBBINS. HIGH SCHOOL DEBATE BOOK.

Simple, practical instructions on the preparation of debates; briefs and references.

UNIVERSITY DEBATERS' ANNUAL.

A yearly compilation of word for word reports of intercollegiate debates, with bibliographies.

189. Books on parliamentary law. —

HENRY. HOW TO ORGANIZE AND CONDUCT A MEETING.

A useful manual for members or organizers of debating clubs, literary societies, secret societies, etc.

ROBERT (H. M.). RULES OF ORDER.

A handbook of parliamentary law based on the rules and practice of Congress, including an explanation of the methods of organizing and conducting the business of societies. The index should be used. Very useful for presiding officers.

ROBERT (J. T.). PRIMER OF PARLIAMENTARY LAW.

Simplified parliamentary law and practice for schools, colleges, clubs, fraternities, etc. Object-lessons and exercises for practice.

Chapter VIII

Sources of Information about Books; Book Buying

189a. With even a large library at hand, it is often desirable or necessary to have books of one's own. The present chapter is intended to aid the ordinary reader in his book purchasing, first by describing some of the principal sources of information about books, and secondly by dwelling on some practical points in buying.

190. Advertisements, newspaper notices, and reviews. — New books are brought to the attention of the public chiefly by means of publishers' advertisements, newspaper notices, and reviews in magazines.

A publisher's advertisement is useful chiefly as an announcement of the fact that a certain book has been published at a certain price. Beyond this it is not a trustworthy guide as it naturally does not give adverse criticism.

Newspaper notices are usually brief, colorless, and lacking in discrimination and authority. Hence, they are of little more value than advertisements and in fact are often based upon publishers' announcements.

Reviews in the better magazines, on the contrary, are likely to be disinterested and carefully written, and are sometimes signed by critics or specialists of recognized authority. It is true that reviews even in the best magazines are sometimes one-sided in their criticism or written without expert knowledge. Furthermore, when they turn upon questions of personal taste or outlook

as in the case of novels, rather than upon matters of style and fact, the reader may disagree with their conclusions. But when all their shortcomings have been allowed for, they remain an extremely useful source of information about books.

191. Uses of book reviews. — Book reviews are useful in a number of ways. They are a help not only to the possible purchaser, but also to anyone in choosing what to read. In particular, the reviews in magazines devoted to special subjects keep the special worker in touch with the latest books in his field. For one who has little time to read, they are useful as summaries of that part of the world's thought and doings which has seemed worth preserving in more lasting form than newspapers and magazines afford. The reading of reviews helps also to cultivate the judgment on books and authors.

192. Differences among reviews. — Magazines differ from one another in the character of their reviews as well as in their other details.

In periodicals of a general nature, such as the *Outlook*, *Independent*, and *Literary Digest*, reviews are published on books in all fields of general interest, history, biography, education, literature, sport, travel, fiction, etc. The tone of the reviews is popular and the viewpoint that of the well-informed, intelligent reader whose knowledge is chiefly literary, rather than that of the specialist. Books not usually reviewed in such magazines are text-books, books on technical subjects, and works of interest to the specialist only, such as most legal and medical books.

The reviews in a magazine devoted to some special subject are usually confined wholly or chiefly to books on that or related subjects. Attention is paid to text-books and special treatises. Criticism is more likely

to be from the expert's viewpoint than in the general magazines, and hence for non-literary subjects is likely to be more valuable.

193. What to look for in a review. — A review should first describe a book fully and exactly by giving the author's name, title, edition, place of publication, publisher, date, number of volumes, paging, price, etc., the significance of most of which items has been discussed in Chapter II.¹ From the body of the review the reader should gain a clear idea of the purpose of the book and the author's success in attaining it, the contents, the style, and any points calling for special comment. The tone of the review as a whole should also be noted, whether it is favorable, unfavorable, or non-committal, and whether the reviewer discusses definite important points or deals in general remarks which really mean little.

Among the special points on which reviews sometimes dwell are the timeliness of the subject; the qualifications of the author; the fullness, accuracy, and up-to-dateness of the text; aids to the reader, such as indexes, bibliographies, etc.; illustrations; comparison with other books; and mechanical features such as printing and binding.

194. To find a book review. — In finding a review for a book, the essential thing to remember is that reviews ordinarily appear shortly after a book is first published. This date may be sought in the book itself, in the library catalogue, encyclopedias, biographical dictionaries, including *Who's Who* and *Who's Who in America*, biographies of authors, bibliographies, and various trade lists.² Knowing this date, the reader

¹ Note in addition that it is sometimes helpful to compare the number of pages with the price.

² Particularly the United States Catalog and the Cumulative Book Index. See §§ 206, 207.

familiar with magazines can often find a desired review by going directly to a periodical containing reviews and consulting the indexes of the volumes for that year, or for the year following.³

195. Indexes to book reviews. — In a very small library which takes few magazines, the method described above for finding reviews will very likely be practicable and sufficient. For text-books, technical books, and very special works it is often the only way in any library. In libraries which take many magazines, however, it saves time and trouble to make use of certain aids as follows:

196. THE BOOK REVIEW DIGEST beginning 1905 indexes reviews in a variety of magazines including some of the more important special periodicals. It is published each month and cumulates at intervals during the year until the annual volume is formed. Besides telling where reviews are to be found, it gives notes and extracts from reviews and indicates whether or not reviews are favorable. The arrangement is alphabetical under author.⁴

197. THE READERS' GUIDE for 1900-1904 indexes reviews under the authors and subjects of books; for later years it indexes reviews if they are important articles.

198. THE CUMULATIVE INDEX TO PERIODICALS, published from 1896 to 1903, a publication similar to the Readers' Guide, indexes reviews.

³ Some popular magazines which are commonly found in small libraries and which contain many reviews and briefer notices of books on subjects of general interest are the *Outlook*, *Independent*, and *Literary Digest*. Magazines of a less popular nature which make a specialty of book reviewing are the *Nation*, *Bookman*, *Current Literature*, and the *Dial*, especially the last. In larger libraries, the following English book-reviewing periodicals are sometimes found: *Spectator*, *Saturday Review*, *Athenæum*, and *Academy* (suspended 1916). These are particularly useful for reviews of English books.

⁴ Beginning 1909, there is a title index.

199. POOLE'S INDEX indexes some reviews though by no means all those included in the magazines which it covers. Criticism of poetry, drama, and fiction appears under the name of the author of the work criticized, that of other books under their subjects. Thus, for a review of Enoch Arden, look under Tennyson; for one of Froude's History of England, look under England.

200. Table of Indexes to Book Reviews in Magazines.—

FOR YEARS	CONSULT	REMARKS
1800-1906	Poole	For fiction, poetry, drama, see author; for other works, subject.
1896-1899	Cumulative Index to Periodicals	Later numbers are covered by the Readers' Guide.
1900-1904	Readers' Guide	Later years also give reviews if important.
1905-date	Book Review Digest	Includes notes and extracts.

201. Miscellaneous sources.—In addition to magazines, other sources of information about books are Moulton's Library of Literary Criticism,⁵ the A. L. A. (American Library Association) Catalog and its Supplement, and the A. L. A. Booklist.

202. A. L. A. CATALOG. 1904.

This is a classified list of about 8,000 books on all subjects, for popular libraries. The titles were chosen by experienced librarians, and there are helpful notes.

⁵ See § 125.

An index helps the user in finding books by author, title, or subject.

203. A. L. A. CATALOG. Supplement. 1904-1911.

This lists with notes, 3000 of the best books on all subjects published 1904-1911. It has an index of authors, and one of subjects.

204. A. L. A. BOOKLIST. 1905-date.

A monthly⁶ buying guide for libraries. It gives descriptive and critical notes from a library viewpoint, publishers, and prices.⁷

205. Discussions and criticisms of books are also found in histories of literature, biographies of authors, and bibliographies of special subjects.

206. **United States Catalog.** — Book dealers and librarians gain much of their information about publishers, prices, editions, etc., from the United States Catalog and its supplement, the Cumulative Book Index.

The United States Catalog⁸ lists practically all books published in the United States which were in print⁹ January 1, 1912. In addition to books issued by ordinary publishers it includes many publications of the United States Government; state, society, and university publications; and privately printed books. It also lists many imported books and the publications of some Canadian firms.

Books are listed under authors, subjects, and titles, all entries being arranged in one alphabet. For each book are given those facts which are needed to identify it including the author's name, title, edition, date, publisher, price, and generally the number of pages as well

⁶ Except July and August.

⁷ A subject index is published for volumes 1-6, through June, 1910.

⁸ Third edition.

⁹ A book is "in print" when it can be had from its publishers, and "out of print" when it cannot thus be had.

as other details. The fullest information is found under the name of the author, or if a book has no author, under the title.

207. The Cumulative Book Index. — This continues the United States Catalog to date. It is published periodically and cumulates at intervals through the year as well as annually. It contains the same kind of information and is arranged in the same way as the United States Catalog.

208. Book buying. — The remainder of this chapter is intended to give the reader a few practical suggestions on the purchasing of books.

For the ordinary person, the best way to buy books is either of a regular book dealer or directly from the publisher. If a book is not in stock, ordering through the dealer has the advantage of relieving the customer of the trouble of getting the publisher's address, of correspondence, and of payment by mail.

To obtain a book for a customer, a dealer needs the following information: (1) Author's name, (2) title, (3) edition or series if special, (4) style of binding if special, *i.e.*, leather, paper, or cloth, (5) publisher, (6) price. Author's name and title must be furnished by the purchaser and should be as exact as possible. The remaining information can be found by the dealer from his trade lists, but since there may be different editions of the same book, as in the case of many classics and standard works, there is less chance for mistake if the customer can supply it from his own knowledge.

209. Physical points. — In book buying, not only the contents of a book must be considered, but also, when a choice is possible, its physical points, the chief of which are paper, print, and binding. These details concern the comfort and, in the case of paper and print,

also the eyesight of the reader. Print should be sufficiently large, clear, and easy to read; fine print strains the eyes. Paper should be white or of a slight cream tint, firm, and opaque so that the print on the back of the page does not show through. Avoid highly glazed paper if possible, for it dazzles the eye and soils easily. Binding should be plain as a rule, and substantial. In the matter of binding, cloth is ordinarily preferable to leather, as most leather sooner or later rots and goes to pieces. It is true that leather if properly selected and tanned makes the handsomest and most durable binding for a book, but such leather is expensive and rarely met with in ordinary trade bindings. It is never met with on a cheap book.

Some marks of a well bound book are: It looks neat and well made. It feels firm and compact; no sections are loose. The back is well rounded, not flat. The cover fits well at the joint and is not easily pressed away there from the book. The book opens without the crackling noise due to too much glue on the back. For it to lie flat wherever opened is a good sign, but not always applicable, *e.g.*, to books printed on stiff paper.¹⁰

210. Abbreviations relating to binding.—The following are some abbreviations relating to binding which are frequently found in publishers' catalogues and trade publications.

bd.	= bound. ¹¹
bds.	= boards, <i>i.e.</i> , pasteboard covers.
cf.	= calf, <i>i.e.</i> , calfskin.
cl.	= cloth.

¹⁰ See A. L. Bailey, *Library Bookbinding*. 1916. p. 49-50.

¹¹ A book is called "full-bound" when it is entirely covered with leather. When the back and corners are of leather, a book is "half-bound" or sometimes "three-quarter bound", depending on the extent to which the leather covers it.

flex.	= flexible, <i>e.g.</i> , flex. lea.
hf.	= half, <i>e.g.</i> , hf.-cf.
lea., leath.	= leather.
lev.	= levant; a handsome, large-grained variety of morocco leather.
mor.	= morocco; a fine kind of leather made from goat-skin.
pa., pap.	= paper.
pam., pamph.	= pamphlet; a small book in paper covers, or without any covers.
rus.	= Russia; a fine, brownish red leather with a characteristic odor.
sh.	= sheep, <i>i.e.</i> , sheepskin; one of the less durable leathers.
vel.	= vellum; skin of calves treated to make it white, smooth, and translucent.

Terms relating to leather, especially the finer grades, are often applied to inferior grades and to its imitation.

211. Book sizes. — In buying a book without seeing it, another physical point to inquire into is the size, when this would affect its usefulness, for instance, portability or the dimensions of maps.

To aid the purchaser, publishers' catalogues, trade lists, and reviews employ certain terms to indicate the size of a page.¹² There is considerable disagreement over the exact sizes which these terms denote, but the leading publications¹³ of the book trade in the United States have adopted the following in describing the books which they list:

¹² The terms quarto, folio, octavo, etc., originally referred to the number of leaves into which a sheet of printing paper was folded in making up a book. If the sheet were folded once, making two leaves to each section (see page 1), the book was said to be *in folio*; if twice, making four leaves, *in quarto*; if three times, making eight leaves, *in octavo*; etc. They are now ordinarily used to denote the size of the page only, without reference to the number of leaves folded from the original sheet.

¹³ The United States Catalog, Cumulative Book Index, and Publishers' Weekly.

94 The Practical Use of Books and Libraries

	Height in centimeters		Rough height in inches	Example
folio	30	+	$11\frac{3}{4}$	Scientific American
quarto	25	to 30	$9\frac{3}{4}$ to $11\frac{3}{4}$	Congressional Record
octavo	20	to 25	$7\frac{1}{8}$ to $9\frac{3}{4}$	World's Work
duodecimo	$17\frac{1}{2}$	to 20	$6\frac{1}{8}$ to $7\frac{1}{8}$	World Almanac
sixteenmo	15	to $17\frac{1}{2}$	$5\frac{7}{8}$ to $6\frac{1}{8}$	

There are smaller sizes not here included.

Various abbreviations for the terms mentioned are found as follows:

folio	= F., fol.
quarto	= Q., 4to, 4°
octavo	= O., 8vo, 8°
duodecimo	= D., 12mo, 12°
sixteenmo	= S., 16mo, 16°

The size of the page of a book is also sometimes given in centimeters or inches.

212. Publisher's name.¹⁴—Although the name of the publisher does not by itself guarantee a book, it is often of much help in choosing among different editions of the same work, or, if a book must be bought without knowledge of its contents, among different books on the same subject.

Besides speaking for the contents, the name of a good publisher means that a book is likely to be reasonably satisfactory in paper, printing, and binding. It also means that if a copy proves imperfect, the publisher will replace it or make it good.

A publisher may specialize in books on one subject or in books which appeal to a certain class of readers. Thus, one firm will limit itself to books on agriculture; another, a publisher of text-books, although covering many subjects will aim at reaching teachers and students rather than the ordinary reader. Hence, a choice

¹⁴ See § 11.

among publishers naturally falls on the firm with experience in the field in which the purchaser is interested.

213. American publishers. — To make successful use of the publisher's name in buying books takes considerable knowledge of books and publishers. The following list will, however, give the beginner the names of the larger reputable publishing houses of the United States:

GENERAL BOOKS: Appleton & Co.; Century Co.; Dodd, Mead & Co.; Doubleday, Page & Co.; E. P. Dutton & Co.; Harper & Bros.; Henry Holt & Co.; Houghton, Mifflin Co.; J. B. Lippincott Co.; Little, Brown & Co.; Longmans, Green & Co.; A. C. McClurg & Co.; Macmillan Co.; G. P. Putnam's Sons; Charles Scribner's Sons.

TEXT-BOOKS: Allyn & Bacon; American Book Co.; Ginn & Co.; D. C. Heath & Co.

The following general publishers also publish textbooks: Appleton, Holt, Houghton-Mifflin, Longmans, Macmillan, Scribner.

TECHNICAL BOOKS: American School of Correspondence¹⁵; International Text-book Co¹⁶; McGraw-Hill Book Co.; D. Van Nostrand Co.; John Wiley & Sons.

AGRICULTURE: Orange Judd Co. Also Macmillan and Lippincott.

BUSINESS: Ronald Press. Also Appleton.

DICTIONARIES: Century Co.; G. & C. Merriam Co.; Funk & Wagnalls Co.

¹⁵ Elementary, rather brief text-books on practical subjects for home study. They are first published separately and later gathered into sets known as the *Cyclopedia of Automobile Engineering*, *Cyclopedia of Applied Electricity*, etc., and published over the name "American Technical Society". Some of the matter in one of these cyclopedias is occasionally duplicated in another.

¹⁶ The International Text-Book Co. publishes the series known as the *International Library of Technology* by the International Correspondence School. These books are more advanced in character than the American series.

214. British publishers. — The following list includes the names of some of the principal publishers of Great Britain, whose books are frequently found in American libraries and book stores. Some of these firms have American branches and publish books by American authors.

B. T. Batsford; Geo. Bell & Sons; A. & C. Black; Wm. Blackwood & Sons; Chapman & Hall; T. & T. Clark; Archibald Constable & Co.; J. M. Dent & Co.; H. Frowde; William Heinemann; John Lane; Crosby Lockwood & Son; Longmans, Green & Co.; Sampson Low, Marston & Co.; Macmillan & Co.; T. Nelson & Sons; Kegan Paul, Trench, Trübner & Co.; G. Routledge & Sons; Scott, Greenwood & Sons; T. Fisher Unwin.

215. Subscription books. — Books sold by subscription or through an agent should always be bought very cautiously, and when published by unknown publishers are best let alone. Subscription books which are sold even by responsible firms are often not worth the price asked for them; and those sold by irresponsible publishers are likely to be worth nothing.

One of the schemes of unscrupulous publishers is to reproduce an out-of-date edition of some well-known book and pass it off for a new work, frequently under some title resembling the original. Dictionaries and encyclopedias are used in this kind of swindle. When such books are reproduced from old plates the fraud is easily detected, for with, or even without, the aid of a magnifying glass, the corners and thin lines of letters will be seen to be worn and broken.

Other impostures are the "Illustrated Histories of the World", etc., by unknown or nameless authorities. Then there are the so-called "de luxe" editions of standard sets by well-known authors. These will be published

by obscure publishers or unknown "societies", gorgeously but cheaply bound in imitation "morocco", and printed on inferior paper. This kind is often found in popular book auctions.

Another favorite scheme is to get some well-known public man to lend his name to a work as "editor," contributor, or in some other way. His real connection with the work may be of the slightest, but his name is nevertheless used to influence the unwary.

The objection to the subscription book is not merely that it is often ill made, nor that it is often got up in bad taste, nor that its contents are sometimes worthless, nor that its publisher may be unknown. The great objection is that it is too often sold under false pretences and by unscrupulous methods.

If an apparently good bargain presents itself, make a note of the author, the title, and the publisher. The librarian in charge of the nearest library can often from practical experience furnish information or advice about purchasing.

Appendix

Specimen Extracts from the Dictionaries



70

Appendix

216. Specimen extract from the Century Dictionary. —

seine¹ (sān or sēn), *n.* [Formerly also *sein*, *sean*; early mod. E. *sayne*; < ME. *seine*, *saine*, partly (a) < AS. *segne* = OLG. *segina*, a seine, and partly (b) < OF. *seino*, *seigne*, earlier *sayme*, *saimē*, F. *seine* = It. *sagena*, a seine; < L. *sagena*, < Gr. *σαγήνη*, a fishing-net, a hunting-net. Cf. *sagene*¹, from the same source.] A kind of net used in taking fish; one of the class of encircling nets, consisting of a webbing of network provided with corks or floats at the upper edge, and with leads of greater or less weight at the lower, and used to inclose a certain area of water, and by bringing the ends together, either in a boat or on the shore, to secure the fish that may be inclosed. Seines vary in size from one small enough to take a few minnows to the shad-seine of a mile or more in length, hauled by a windlass worked by horses or oxen or by a steam-engine. The largest known seine was used for shad at Stony Point on the Potomac in 1871; it measured 3,400 yards, or nearly 2 miles; the lines and seine together had a linear extent of 5 miles, and swept 1,200 acres of river-bottom; this net was drawn twice in 24 hours.

The *sayne* is a net, of about forty fathoms in length, with which they encompass a part of the sea, and drawe the same on land by two ropes fastned at his ends, together with such fish as lighteth within his precinct.

R. Carew, Survey of Cornwall, fol. 80.

They found John Oldham under an old *seine*, stark naked, his head cleft to the brains, and his hands and legs cut.

Winthrop, Hist. New England, I. 228.

Cod-seine, a seine used to take codfish near the shore, where they follow the caplin. — **Drag-seine**, a haul-shore seine. — **Draw-seine**, a seine which may be pursed or drawn into the shape of a bag. — **Haul-shore seine**, a seine that is hauled or dragged from the shore; a drag-seine. — **Shad-seine**, a seine specially adapted or used for taking shad, and generally of great size. See def. — **To blow up the seine**, to press against the lead-line of a seine in the endeavor to escape, as fish. — **To boat a seine**, to stow the seine aboard of the seine-boat in such a manner that it may be paid out without entangling. A seine may be boated as it is hauled from the water, or after it has been hauled and piled on the beach. (See also *purse-seine*.)

seine¹ (sān or sēn), *v. t.*; pret. and pp. *seined*, ppr. *seining*. [< *seine*¹, *n.*] To catch with a seine: as, fish may be *seined*.

seine²_f. A Middle English form of *sain* and of *sign*.

seine-boat (sān'bōt), *n.* A boat specially designed or used for holding, carrying, or paying out a seine.



Seine-boat.

217. Specimen extract from the Century Cyclo- pedia of Names. —

Roundheads (round'hedz). In English history, the members of the Parliamentary or Puritan party during the civil war. They were so called opprobriously by the Royalists or Cavaliers, in allusion to the Puritans' custom of wearing their hair closely cut, while the Cavaliers usually wore theirs in ringlets. The Roundheads were one of the two great parties in English politics first formed about 1641, and continued under the succeeding names of Whigs and Liberals, as opposed to the Cavaliers, Tories, and Conservatives respectively.

Roundheads, The. A comedy by Mrs. Aphra Behn, produced in 1682.

Round Table, The. In Arthurian legend, a table made by Merlin for Uther Pendragon, who gave it to the father of Guinevere, from whom Arthur received it with 100 knights as a wedding gift. The table would seat 150 knights. One seat was called the siege or seat perilous because it was death to any knight to sit upon it unless he were the knight whose achievement of the Holy Grail was certain. The Order of the Round Table was an institution founded by King Arthur at the advice of Merlin. It was originally military, but it ultimately became a military and theocratic organization. The romances of the grail and of the Round Table are closely connected. There were legends of the latter before 1155, but between 1155 and 1200 several books were collectively called "Romances of the Round Table." Among the poetic and prose compositions belonging to this cycle are "Parzifal und Titarel" (German), "Perceval" (French), "Morte Arthur" (English and French), "Lancelot du Lac" (French), "Tristan" (French), "Life of Merlin" (French and English), "Quest of the Holy Grail" (French and English), "Perceforest" (French), "Meliadus" and "Guiron le Courtois" (French).

Round Table Conference. A resultless conference of representatives of the Gladstonian Liberals and Liberal-Unionists in 1887, the object of which was to effect a reunion of the Liberal party.

Roundway Down (round'wā down). A place near Devizes, Wilts, England, at which the Parliamentary forces under Waller were totally defeated by the Royalists under Hopton, July 13, 1643.

Rouphia. See *Alpheus*.

Rourouton Island. See *Rurutu Island*.

Rous, or Rouse(rous), Francis. Born at Halton, Cornwall, 1579; died at Acton, Jan. 7, 1659. An English Puritan, noted as the author of a metrical version of the Psalms (1646). He was educated at Oxford, was a member of the Long Parliament and the Westminster Assembly of Divines, and in 1643 was appointed provost of Eton. His version is that still used in the Scottish churches.

Rousay (rō'sā). One of the Orkney Islands, Scotland, 1 mile north of Mainland. Length, 6 miles.

218. Specimen extract from Webster's International Dictionary. —

Stare (stär), *n.* [A.S. *star*. See **STARLING**.] (*Zoöl.*)
The starling. [*Obs.*]

Stare, *v. t.* [*imp. & p. p.* **STARRED** (stär'd); *p. pr. & vb. n.* **STARING**.] [A.S. *starian*; akin to I.G. & D. *staren*, OHG. *starēn*, G. *starren*, Icel. *stara*; cf. Icel. *stíra*, Dan. *stírre*, Sw. *stírra*, and G. *starr* stiff, rigid, fixed, Gr. *στερεός* solid (E. *stereo-*), Skr. *sthira* firm, strong. √166. Cf. **STERILE**.] 1. To look with fixed eyes wide open, as through fear, wonder, surprise, impudence, etc.; to fasten an earnest and prolonged gaze on some object.

For ever upon the ground I see thee stare. *Chaucer.*

Look not big, nor stamp, nor stare, nor fret. *Shak.*

2. To be very conspicuous on account of size, prominence, color, or brilliancy; as, *staring* windows or colors.

3. To stand out; to project; to bristle. [*Obs.*]

Makest my blood cold, and my hair to stare. *Shak.*

Take off all the *staring* straws and jags in the hive. *Mortimer.*

Syn. — To gaze; to look earnestly. See **GAZE**.

Stare, *v. i.* To look earnestly at; to gaze at.

I will stare him out of his wits. *Shak.*

To stare in the face, to be before the eyes, or to be undeniably evident. "The law . . . stares them in the face whilst they are breaking it." *Locke.*

Stare, *n.* The act of staring; a fixed look with eyes wide open. "A dull and stupid stare." *Churchill.*

Star'er (stär'ér), *n.* One who stares, or gazes.

Starf (stärf), *obs. imp. of STARVE*. Starved. *Chaucer.*

Starfinch' (stär'fínch'), *n.* (*Zoöl.*) The European redstart.

Starfish' (-físh'), *n.* 1. (*Zoöl.*) Any one of numerous species of echinoderms belonging to the class Asteroidea, in which the body is star-shaped and usually has five rays, though the number of rays varies from five to



Common American Starfish (*Asterias vulgaris*). ($\frac{1}{4}$)

forty or more. The rays are often long, but are sometimes so short as to appear only as angles to the disklike body. Called also *sea star*, *five-finger*, and *stellid*.

The ophiuroids are also sometimes called star-

fishes. See **BRITTLE STAR**, and **OPHIUROIDEA**.

2. (*Zoöl.*) The dollar fish, or butterflyfish.

äle, senäte, cäre, äm, ärm, äsk, änal, all; éve, évent, énd, fern, recent; ice, idea, ill; öd, öbey, örb, ödd; üse, unite, ryde, full, up, ürn; pity; food, föet; out, oil; chair; gö; sing, lük; then, thin; bon; zh = z in azure.

Copyright, 1900, by G. & C. Merriam Co.

219. Specimen extracts from the appendix of Webster's International Dictionary. —

EXPLANATORY AND PRONOUNCING DICTIONARY OF THE NAMES OF NOTED FICTITIOUS PERSONS, PLACES, ETC.

Hec'tor (hěk'tŏr). [L., fr. Gr. Ἡέτωρ.] In Homer's "Iliad," one of the sons of Priam, and the bravest of the Trojan warriors. He was killed by Achilles, who dragged his body at the tail of his chariot three times around the walls of Troy.

Hec'u-ba (hěk'û-bâ). [L., from Gr. Ἡέκβη.] In Homer's "Iliad," the wife of Priam, King of Troy.

Heep, U-ri'ah (û-rî'â hēp). A detestable character in Dickens's novel "David Copperfield," who, under the garb of the most abject humility, conceals a diabolic malignity. "I am well aware that I am the umblest person going," said Uriah Heep modestly; "let the other be where he may."

Copyright, 1900, by G. & C. Merriam Co.

A PRONOUNCING GAZETTEER OR GEOGRAPHICAL DICTIONARY OF THE WORLD.

Mississippi (mîs'ÿs-îp'pl) riv. U. S. A. 3,000 m. long, from divide few miles S of Itasca lake, Minn. to Gulf of M.-x.; length fr. headwaters of Missouri to Gulf, 3,700 m. — state, S E U. S. A. 46,810 □ pop. 1,551, * Jackson. — co. N E Ark. 842 □ pop. 16, X Osceola. — co. S E Mo. 417 □ pop. 12, X Charleston.

Missolonghi (mîs'at-lŏn'gŏ) cml. town, coast of Acarnania & Ætolia nome, Greece; Byron died here in 1824. 10

Missoula (mîs'at'la) co. N W Mont. 6,385 □ pop. 14. — its X pop. 4.

Missouri (mîs'at'ŕî or mîs'at'ŕî; locally mîs'at'ŕî) riv. U. S. A. about 3,000 m. long, Rocky mts. to Mississippi riv. — state, cen. U. S. A. 69,415 □ pop. 3,107, * Jefferson City.

□ means square miles; *, capital; X, co. seat; agr., agricultural; cml., commercial; mfg., manufacturing; min., mining; apt., seaport; tp., township; vil., village. Population is given in nearest thousands: 2 = 1,500 to 2,499; 3 = 2,500 to 3,499, etc.; less than 1,000 not given. See *Abbreviations*, p. 1919.

Copyright, 1902, by G. & C. Merriam Co.

A PRONOUNCING BIOGRAPHICAL DICTIONARY.

Lincoln (lîn'kûn), Abraham. 16th pres. of U. S. (1861-65) 1809-1865.
Lincoln, Benjamin. American Revolutionary general 1733-1810.
Lincoln, Levi. American lawyer and statesman 1749-1820.
Lincoln, Levi. Son of preceding. American lawyer and statesman 1782-1868.
Lind (lînd), Jenny. Madame Goldschmidt. Swedish vocalist 1820-1887.

Copyright, 1902, by G. & C. Merriam Co.

QUOTATIONS, WORDS, PHRASES, PROVERBS . . . FROM
. . . FOREIGN LANGUAGES.

Distingué. [F.] Distinguished; eminent.
Distract [F.] Absent in thought; absent-minded.
Diverso intuitu. [L.] With a different intent or purpose; in a different view, or point of view; by a different course.
Divertissement. [F.] Amusement; sport.
Divide et impera. [L.] Divide and rule.
Divoto. [It.] Devoted

Copyright, 1890, by G. & C. Merriam Co.

ABBREVIATIONS AND CONTRACTIONS USED IN WRITING AND PRINTING.

D.	E.
<i>D.</i> [L.] Deus; Dominicus; Dux.	<i>E.</i> East; Eastern (Postal District, London); Earl; Edinburgh; Erbium; English.
<i>D.</i> David; Didymium; Dublin;	<i>E.</i> , or <i>e.</i> Eagle, Eagles.
Duke; Duchess; Dowager;	<i>ea.</i> Each.
Dose; Dutch.	<i>Eb.</i> Erbium.
<i>D.</i> , or <i>d.</i> Day; Died; Dime;	<i>Eben.</i> Ebenezer.
Daughter; Deputy; Degree. —	<i>Ebor.</i> (Eboracum.) York.
(<i>Denarius</i> , or <i>denarii</i> .) ▲	<i>E. C.</i> Eastern Central (Postal District, London); Established Church.
penny, or pence.	
<i>Da.</i> Davyium.	
<i>Den.</i> Danish; Daniel.	

Copyright, 1890, by G. & C. Merriam Co.

ARBITRARY SIGNS USED IN WRITING AND PRINTING.

I. ASTRONOMICAL.

1. SUN, GREATER PLANETS, ETC.

☉ or ☼	The Sun; Sunday.	♁, ♀, or ♂	The Earth.
☾ or ☾	The Moon; Monday.	♂	Mars; Tuesday.
☿	New Moon.	♃	Jupiter, Thursday.
☽, or ☾	First Quarter.	♄	Saturn; Saturday.
☾, or ☽	Full Moon.	♅, or ♁	Uranus.

Copyright, 1890, by G. & C. Merriam Co.

For a summary of the lists found in the Appendix of Webster's International Dictionary, see the paragraph on Webster's International Dictionary, page 41.

220. Specimen extract from Webster's New International Dictionary. —

oil (oil), *n.* [ME. *oile*, OF. *oile*, *oille*, F. *huile*, fr. L. *oleum*, fr. Gr. *ἔλαιον*. Cf. *OLIVE*.] 1. Any of a large class of unctuous combustible substances which are liquid, or at least easily liquefiable on warming, and soluble in ether, but not in water. They are usually lighter than water and soluble also in alcohol. According to their origin, oils are classed as vegetable, animal, and mineral oils; according to their behavior on heating, as fixed, or fatty, and volatile, or essential, oils. Most fixed oils belong chemically to the fats, stearin and palmitin usually prevailing in the solid oils and fats, and olein in liquid ones. See **FAT**, **WAX**. The fixed oils are classed as drying, semidrying, and nondrying, oils, according to the degree to which they thicken by absorbing oxygen. The animal and vegetable oils, fats, and waxes have been grouped thus: 1. Olive oil group: vegetable, non-drying. 2. Cottonseed oil group: vegetable, semidrying. 3. Linseed oil group: vegetable, drying. 4. Castor oil group: vegetable, viscous, medicinal. 5. Palm oil group: vegetable, solid fats. 6. Coconut oil group: vegetable, solid, partly waxlike. 7. Lard oil group: animal, liquid fats. 8. Tallow group: animal, solid fats. 9. Whale oil group: marine animals, liquid fats. 10. Sperm oil group: animal, liquid waxes. 11. Spermaceti group: solid waxes. The origin of mineral oils is uncertain. See **PETROLEUM**.

See **TABLE OF OILS AND FATS**, on p. 1496.

2. Any substance of an oily consistency; as, *oil of vitriol*.

3. *Art.* a Oil color; as, to paint in *oil*. b A painting in oil colors; — usually in *pl.*; as, *fine oils*. *Colloq.*

4. Short for **OILAXIN**; — usually in *pl.* *Colloq.*

oil of amber, a colorless to yellowish brown oil of empyreumatic odor and acrid taste, made by dry distillation of amber. It is used in medicine as a stimulant, antispasmodic, and rubefacient. — *o.* of bitter almonds, bitter-almond oil. See **OIL**, *Table 1*. The artificial or imitation oil of bitter almonds is nitrobenzene. — *o.* of brick, empyreumatic oil obtained by subjecting a brick soaked in oil to distillation at a high temperature, — used by lapidaries as a vehicle for the emery by which stones and gems are sawn or cut. — *o.* of cade. See **1st CADE**. — *o.* of caoutchouc, a mixture of hydrocarbons obtained by the dry distillation of caoutchouc; — called also *caoutchoucine*. — *o.* of flints. *Old Chem.*, liquor of flints. — *o.* of mirbane, *Chem.*, nitrobenzene. — *o.* of myrcia. = **BAY OIL** *a.* — *o.* of philosophers'. See **PHILOSOPHER'S OIL**. — *o.* of spikes. See **2d ASPIC**. — *o.* of talc, a nostrum of calcined talc, famous in the 17th century as a cosmetic. *Obs.* — *o.* of the Dutch chemists, *Old Chem.*, ethylene chloride. — *o.* of vitriol, concentrated sulphuric acid. See **SULPHURIC ACID**. — *o.* of wine, cranthic ether. — *o.* amphacine. See **OMPHACINE**.

oil (oil), *v. t.*; **OILED** (oild); **oil/ine**. 1. To anoint ceremonially with oil. *Obs.*

2. To smear or rub over with oil; to lubricate with oil; to furnish or feed with oil.

3. *Fig.* a To bribe; as, to *oil* a person's hand. b To make bland or smooth; to flatter; as, to *oil* the tongue.

4. To turn into, or make of the consistence of, oil.

oil, *v. i.* To become like oil in consistence.

āle, senāte, cāre, ām, āccount, ārm, āsk, sofā; ēve, ēvent, ānd, recēnt, makēr; ice, ill; ōid, ōbey, ōrb, ōdd, sŏft, cōnnect; ūse, ūnite, ārn, āp, circūs; menti.

‡ Foreign Word. † Obsolete Variant of. + combined with. = equals.

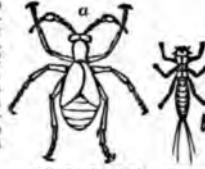
oil beetle. Any beetle of the genus *Meloe* or an allied genus having a swollen body and short elytra which overlap at the base instead of meeting in a straight line. They pass through more than the usual number of stages in their development. When disturbed they emit from the joints of the legs a yellowish oily liquid.

oil berry. a An olive. *Obs.*

b The fruit of the oil palm.

oil bird. n. The guacharo.

oil blue. A blue pigment, essentially a sulphide of copper ground and mixed with oil.



a Oil Beetle (*Meloe angusticollis*). (a) b Tringulin, or Early Larva, enlarged.

O'gar, n. = UGAR.

ogrefe. + AGRIEF.

o'gre-ish-ly, adv. of OGREISH

o'gre-ism (o'grē-izm), o'grism

(ō-grīz'm), n. See -ISM.

o'grass (ō-grās), n. [F. *ogresse*.]

Her. = PELLET, n. + t.

o'grish, o'grism. Vars. of

OGRISM, OGRISM.

o'Groat, John (ō-grōt'; ō-

grōt'), or Johnny Groat. A name

which occurs in the phrase

"John o' Groat's House," designat-

ing an ancient building formerly

situated near Duncansby

Head, the most northerly point

in Great Britain. John o' Groat,

or Groat, and his brothers are said

to have been Hollanders who

settled in Scotland about 1483.

ogt. + OUGHT, n. & adv.

og'thi-ern. Var. of OG'THERN R.

og'ti-ern, n. [Fr. *og'ti-erna* young

lord.] A young lord. *Obs.*

O-gye'-an. Var. of OGYOIAN.

O-gye'-a (ō-jī'-ā), n. [L., fr

Gr. *Hyvria*.] See CALYPSO, I.

ogyl, v. t. [Cf. OGY.] To shut-

der. *Obs.*

oh. + OWE. [(at).]

oh. v. t. & i. To exclaim *oh*!

O'had (ō'hād) *Rib.*

O. H. B. M. S. *Abbr.* On His (or

Her) Britannic Majesty's Ser-

vice.

o'he! jam sa'tis est. [L.] Ho

there! there is enough already.

Horace, Plantus, Martial.

O'hel (ō'hēl) *Rib.*

O. H. G., or OHG. *Abbr.* Old

High German

oh-hona. + OCHONE.

o-hi'a (ō-hē'a), n. [Hawaiian.]

a Any of several timber trees of

the genus *Metrosideros*. b Ma-

lay apple. *Hawaii.* [buckeye.]

Ohie buckeye. The yellow

ohm'ad (ōm'ad), n. = OHM.

Obs. or R.

ohm'-am-me'ter, n. A com-

bined ohmmeter and ammeter.

ohm mile. *Elec.* A resistance of

one ohm per mile.

O. H. M. S. *Abbr.* On His (or

Her) Majesty's Service.

Ohm's prism. A simple form

of biprism (in sense a).

oh'ne Haat', oh'ne Raat' (ō'nē

hāt', ō'nē rāt'). [G.] With-

out haste, without rest;—said

of the sun or stars. Motto of

Goethe.

ohnen. + OWN.

O'ho-lai (ō'hō-lī; ō-hō'-). *D.*

Rib.

O'ho-li (-lī). *D. Rib.*

o'hon' (ō-hōn'). Var. of

OHONE.

obt. + AUGHT. [OWE.]

obte. + OUGHT; obs pret of

obt-scipen. [Cf. ME. *obt*, *awht*,

aught. E. *ought*. -SHIP.]

Bravery; worth. *Obs.*

obut. + AUGHT.

of-dem'a-tous (ōi-dēm'-ā-tōs; ōi-

dēm'-ā). Var. of ODEMATOUS.

oler. + OVEN.

oler. + OVEN.

ointment. + OINTMENT.

of gnou' (ō'nyōn'), n.; pl.

-ONIONS (-nyōn'). [F.] Onion.

O-i'i (ō-i-i'), n. [Maori.] A

mutton bird (*Puffinus griseus*)

of New Zealand.

oi'ki-o-ma'-ni-a (oi'ki-ō-mā'-

nī-ā). Var. of OECOMANIA.

oi'kist (oi'kist), oi'koid, etc.

Vars. of OECIST, OECOID, etc.

oi-kol'o-gy (oi-kōl'-ō-jī), n. [Gr.

oikos house + -logy.] 1. Var.

of ECOLOGY.

2. The science of housekeeping;

household economics. [*Obs.*]

oil, n. [Cf. OLEO.] = OLEO, L.

foed. foet; out, oil; chair; go; sing, ink; then, thin; nature, verdure (250); x = ch in G. ich, ach (144); bon; yet; zh = z in azure. Numbers refer to §§ in GUIDE.

Full explanations of Abbreviations, Signs, etc., immediately precede the Vocabulary.

Copyright, 1909, by G. & C. Merriam Co.

The gazetteer, biographical dictionary, and list of arbitrary signs are similar in form to the corresponding lists in the appendix of Webster's International Dictionary. See Section 219.

221. Specimen extract from the Standard Dictionary.—

de-sert', *dē-zert'*, *v.* **I. t.** 1. To depart from or leave permanently, as a place where one is wont or expected to remain, or a person having legal or moral claims upon one; forsake; especially, to abandon without regard to the welfare of the abandoned; commonly with an implication of blame; as, to *desert* one's family. 2. *Mil.* To forsake in violation of one's oath or orders, as a service, post, etc.; abscond from; as, to *desert* one's regiment or one's colors.

The Roman sentry . . . stood, amid the crashing elements; he had not received the permission to *desert* his station and escape.

BULWER-LYTTON *Last Days of Pompeii* bk. v, ch. 6, p. 276. [MUN. & CO.]

II. i. To forsake a post or station without leave, especially in military or naval service; run away. [*< F. désertier, < LL. deserto, < L. desero, < de, from, + sero, join.*]

Synonyms: see ABANDON; ABDICATE.

des'ert, *dez'ert*, *a.* 1. Like a desert; uninhabited; barren; waste; as, a *desert* place; used also figuratively; as, *desert* souls. 2. Of or pertaining to a desert; as, *desert* fauna or flora; *desert* tribes. [*OF., < L. desertus, pp. of desero; see DESERT, v.*]

Synonyms: see ARID.

des'ert, *n.* **Geog.** A region that is wholly or approximately without vegetation. Such regions are rainless, usually sandy, and commonly not habitable.

Scorched by the sun and furnace-breath
Of the red desert's wind of death.

WHITTIER *Desert* st. 7.

Compounds:—des'ert-chough', *n.* A short-winged fringilline bird or chough (genus *Podoces*) of central Asia.—**d.-falcon**, *n.* A falcon (subgenus *Gennæa*), as a lanner or saker.—**d.-hare**, *n.* A variety of the cottontail (*Lepus sylvaticus*, var. *arizonæ*) found in the southwestern United States.—**d.-lynx**, *n.* The caracal.—**d.-mouse**, *n.* A

field-mouse (*Calomys eremicus*) of the plains of the western United States.—**d.-snake**, *n.* A sand-snake of *Phammophis* or a related genus.—**d.-willow**, *n.* A small American tree (*Chilopsis saligna*), with long white or purplish flowers.



de-sert', *dē-zert'*, *n.* 1.

The state of deserving reward or punishment; merit or demerit, but often limited to the former when used without qualification; as, *desert* sometimes falls of its reward.

The Desert-lynx (*Felis caracal*). ¹/₁₆

Here Alexander assembled all the governors of provinces . . . and rewarded or punished them according to their *deserts*.
KNIGHTLEY *Greece* pt. III, ch. 3, p. 414. [H. & CO.]

2. That which is deserved or merited; often used in the plural; as, some men fail to get their *deserts*.

Give them after the work of their hands; render to them their *desert*.
Psalm xxviii, 4.

[*< OF. deserte, < deservir; see DESERVE.*]

sofa, firm, gsk; at, fāre, accord; element, er = over, eight, ē = usage; tin, machine, ī = renew; obey, nō; not, nōr, atem; full, rāle; but, bōrn; aiale; am = out; ell; id = few, īū = future; c = k; church; dh = the; go, sing, ipk; so; thin; zh = asure; F. boñ, dñne. <, from; †, obsolete; ‡, variant.

From "A Standard Dictionary of the English Language."
Copyright, 1883-1909, by the Funk & Wagnalls Company,
New York and London.

222. Specimen extract from the Appendix of the Standard Dictionary. —

PROPER NAMES OF ALL KINDS WITH THEIR PRONUNCIATION.

Pic-tou', pic-tō'. **1.** Co.; Nova Scotia prov., Can.; 1,125 □; p. 33,459. **2.** Its *; p. 3,325; port of entry; coal.

Pic-tured Rocks, cliffs; S. shore Lake Superior, Schoolcraft co., Mich.; eroded figures on sea-face; resort.

Pi'cus, pi'cus [*Rom. Myth.*], king of Latium; f. of Faunus; turned into a woodpecker by Circe. **Pi'kest** [Gr.].

Pidg'con Peak, Col., mt.; 13,928 ft.

Pied'mont, pid'mont. **1.** Former principality; It.; * Turin; now Alessandria, Cuneo, Novara, and Torino provinces. **2.** Vil.; Calhoun co., Ala.; p. 1,745. **3.** Town; Mineral co., W. Va.; p. 2,115.

Pied Pi'per of Ham'eln or Hame'lin, ham'lin, in old German legend, a wandering minstrel who rid the town of Hameln in Brunswick of its pest of rats by playing on his pipe, and, when the agreed recompense was refused, by entrancing music drew the children of the town after him into a hill; celebrated in a poem by Robert Browning.

Pierce, pira. **1.** Frank'lin (1804-1869), 14th President of the U. S. **2.** George Foster (1811-1884), Am. M. E. bishop. **3.** Co.; S. E. Ga.; 513 □; p. 8,100; ○ Blackshear. **4.** Co.; N. E. Neb.; 568 □; p. 8,445; ○ Pierce. **5.** Co.; N. N. Dak.; 1,008 □; p. 4,765; ○ Rugby. **6.** Co.; W. cen. Wash.; 1,534 □; p. 35,515; ○ Tacoma. **7.** Co.; W. Wis.; 543 □; p. 23,943; ○ Ellsworth. **8.** City; Lawrence co., Mo.; p. 2,151.

sofa, ūrm, gsk; at, fāre, accord; element, ɛr = over, eight, ē = usage; tin, machine, ġ = renew; obey, nō; nēt, nēr, atēm; full, rŭle; bŭt, bŭrn; aīsie; au = out; oil; ū = feud, ſŭ = future; c = k; church; dh = the; go, sing, ĩnk; so; thin; zh = azure; F. bon, dūnc. <, from; †, obsolete; ‡, variant.

□, square miles. *, capital. ○, county-seat.

From "A Standard Dictionary of the English Language."
Copyright, 1893-1909, by the Funk & Wagnalls Company,
New York and London.

For a summary of the lists found in the Appendix of the Standard Dictionary, see the paragraph on the Standard Dictionary, page 40.

223. Specimen extract from the New Standard Dictionary.—

ab-surd', 1 ab-sŭrd'; 2 āb-sŭrd', *a.* 1. Opposed to manifest truth or propriety; inconsistent with reason or common sense; unworthy of serious consideration; logically contradictory; irrational; as, an *absurd* proposition. 2. Talking, acting, or reasoning in a manner inconsistent with common sense or propriety; grotesque; ridiculous. 3. *Philos. & Logic.* Contradictory of some established rational principle; contradicting its own major premise. 4†. Discordant; not in tune. [*< L. absurdus, < ab- (intens.) + surdus, deaf.*]

Syn.: anomalous, chimerical, erroneous, false, foolish, ill-advised, ill-considered, ill-judged, inconclusive, incorrect, infatuated, irrational, mistaken, monstrous, nonsensical, paradoxical, preposterous, ridiculous, senseless, silly, stupid, unreasonable, wild. That is *absurd* which is contrary to the first principles of reasoning; as, that a part should be greater than the whole is *absurd*. A *paradoxical* statement appears at first thought contradictory or *absurd*, while it may be really true. Anything is *irrational* when clearly contrary to sound reason, *foolish* when contrary to practical good sense, *silly* when petty and contemptible in its folly, *erroneous* when containing error that vitiates the result, *unreasonable* when there seems a perverse bias or an intent to go wrong. *Monstrous* and *preposterous* refer to what is overwhelmingly *absurd*; as, "O monstrous! eleven buckram men grown out of two." SHAKESPEARE *1 King Henry IV.* act ii. sc. 4. The *ridiculous* or the *nonsensical* is worthy only to be laughed at. The lunatic's claim to be a king is *ridiculous*; the Mother Goose rimes are *nonsensical*. See IDIOTIC; INCONGRUOUS; INSANE; RIDICULOUS.—*Ant.*: certain, consistent, demonstrable, demonstrated, established, incontestable, incontrovertible, indisputable, indubitable, infallible, logical, rational, reasonable, sagacious, sensible, sound, substantial, true, undeniable, unquestionable, wise.—*ab-surd'*, *n.* [*Rare.*] An absurdity; a person or thing that is absurd.—*-ty, -ad, -ness, n.*
ab-surd'-ty, 1 ab-sŭrd'-tī; 2 āb-sŭrd'-tī, *n.* [*-ries, 1 -tis; 2 -tis, pl.*] 1. The state or quality of being absurd; absurdness. 2. A contradiction of obvious truth or sound reason; an absurd act, statement, habit, or thing. [*< L. absurdita(-t)s; see ABSURD.*]

The idea of being both a bad man and a good citizen is an *absurdity*. MILLS *Science of Politics* ch. 5. p. 31. [*r. a w. 1837.*]

ab-sur'dum, 1 ab-sŭr'dum; 2 āb-sŭr'dum, *n.* [*L.*] An absurd or illogical conclusion or condition.

—*reductio ad absurdum*, see REDUCTIO.

ab'sus, 1 ab'sus; 2 āb'sus, *n.* *Bot.* A species of *Cassia* (*C. abrus*), or its bitter aromatic seeds, used in Egypt for ophthalmia.

Ab-syr'tus, 1 ab-sŭr'tus; 2 āb-sŭr'tus, *n.* *Gr. Myth.* Brother of Medea, dismembered and cast into the Adriatic, whence *Ab-syr'ti-des*, 1 -tī-dēs; 2 -tī-dēs, islands in the Adriatic. [*L., < Gr. Apsyrus.*]

Abt., 1 āpt; 2 āpt, Franz Wilhelm (1810-1885). A German music-composer; song-writer.

abt., *abbr.* About.

ab-ter'mi-nal, 1 ab-tŭr'mi-nel; 2 āb-tŭr'mi-nal, *a.* *Physiol.* Passing from the end or ends of a muscle to the middle part: said of an electric current. [*< AB-; and see TERMINAL.*]

1: artistic, ārt; fat, fāre; fast; get, prēy; hit, pollee; obey, gō; net, ēr; full, rāle; but, bŕn.
2: Art, āpe, fāt, fāre, fāst, what, ǵll; mē, gēt, prēy, fērn; hit, lee; ī = ē; ī = ē; gō, nēt, ēr, wēn.
1: s = final; ī = habēt; ōale; ou = out; ell; īd = foud; ēhin; go; ū = sing; ēhin, ēhin.
2: welf, ūg; bōk, bōt; fūll, rŭle, cāre, bāt, bŕn; ēll, bōy; go, gom; ūk; thin, thā.

INDEX

- Abbreviations, 13; binding, 92-93; book sizes, 94; catalogue, 25.
28-29; explanatory, 13-14; miscellaneous, 15-16; months, 72;
reference, 14-15; omitted in making references, 15.
- Advertisements, publishers', 85.
- American Library Association, Booklist, 90; Catalog, 89-90; Cata-
log Supplement, 90.
- American publishers, 95.
- American School of Correspondence text-books, 95 *note 15*.
- Analytic catalogue cards, 23-24.
- Annual Library Index, 68.
- Annual Magazine Subject-Index, 70.
- Appendix of a book, 9.
— of a dictionary, 37; specimen extracts, 104-105, 109.
- Arabic numerals in paging, 5.
- Archæology, reference book, 46-47.
- Arrangement of books in libraries, 17-20.
- Atlases, 48-51; indexes, 51.
- Author, critical study of, 6 *note*.
- Author card in catalogue, 21, 22; arrangement, 25.
- Author number, 19.
- Author's name, significance, 6.
- Bailey. Cyclopedia of American Agriculture, 51; Standard Cyclo-
pedia of Horticulture, 52.
- Bartholomew. Literary and historical atlases, 49, 51.
- Bartlett. Familiar Quotations, 52-53.
- Bibliography, definition, 58.
- Bibliographies, encyclopedia, 32; making simple, 28, 72; source in
reference work, 73; uses, 58; working, 74-77.
- Binding, abbreviations, 92-93; marks of good, 92; processes, 1-2;
terms, 92 *note 11*.
- Biography, arrangement in libraries, 20; catalogue cards, 25, 26;
collective and individual, 20 *note*; reference books, 47-48.
- Bliss. New Encyclopedia of Social Reform, 44.

- Book, binding processes, 1-2; body, 9; care, 3-4; effects of ill-treatment, 2-3; finding by call number, 20, 28; judging without reading, 12; noting for future reference, 16; opening a new, 3; points in buying, 91-94; printed parts, 5-12; structure, 1.
- Book agents, 66-97.
- Book buying, 91-97.
- Book Review Digest, 88.
- Book reviews, 85-89; differences, 86-87; essentials, 87; finding, 87-88; indexes for, 88-89; magazines containing, 61-66, 88 *note 3*; uses, 86.
- Book sizes, 93-94.
- Books, abbreviations for describing, 28-29, 92-93, 94; arrangement in libraries, 17-20; sources of information about, 85-91.
- Brewer. Dictionary of Phrase and Fable, 54; Readers' Handbook, 54.
- Brookings and Ringwalt. Briefs for Debate, 83.
- Call number, 17; arrangement of books by, 19; finding books by, 20, 28 *note*; on catalogue card, 22.
- Card catalogue, 21-29; abbreviations, 25, 28-29; arrangement, 24-25; using, 27-28.
- Card system, for catalogue references, 28; for magazine references, 72, working bibliography, 74.
- Carnegie Library of Pittsburgh. Debate Index, 83.
- Cased books, 1, 2.
- Catalogue cards, 21-24, 26-27.
- Century Atlas, 39.
- Century Cyclopedia of Names, 38-39; extract, 102.
- Century Dictionary, 38-39; compared with other dictionaries, 42-43; extract, 101.
- Chambers's Cyclopedia of English Literature, 54.
- Champlin. Young folks' cyclopædias, 35.
- Class number, 17.
- Classification, 17-18.
- Collective biography, 20 *note*.
- Comparison of dictionaries, 42-43.
- Concordance, 52 *note*.
- Congress, Library of. *See* Library of Congress.
- Congressional Directory, Official, 46.
- Congressional Record, 81.
- Contents, table of, 8; compared with index, 10.

- Copyright date, 8.
Correspondence school text-books, 95 *notes*.
Country life, magazines, 64-65.
Craig. Pros and Cons, 83.
Cross references, 12-13; abbreviations, 13-16; abbreviations omitted 15; catalogue, 24.
Cumulative Book Index, 91.
Current events, magazines, 65-66.
Cutter author number, 19 *note*.
Cutter expansive classification, 17 *note*.
- Date, copyright, 8; importance in reference work, 31; title-page, 8.
Debaters' Handbook Series, 83.
Debating, books, 81-84; choosing question, 78-80; reference work, 73-74; sociology magazines, 62 *note 6*; special reference material, 80-81; study of authorities, 6 *note*; use of library in, 78-81; working bibliography, 74-77.
Definitions in dictionaries compared, 42-43.
Dewey decimal classification, 17-18.
Dictionaries, compared, 42-43; extracts, 101-110; important, 38-41.
Dictionary, 35-43; appendix, 37; compared with encyclopedia, 33; proper names in, 37; study and use, 37-38; supplement of new words, 37; term applied to other reference books, 35 *note 7*.
Dictionary of National Biography. Index and Epitome, 47.
Domestic science, magazines, 64.
Duodecimo, term explained, 93 *note 12*, 94.
- Economics, magazines, 62 *note 6*.
Edition, meaning and significance of term, 7.
Education, magazines, 63; U. S. government bulletins, 67.
Encyclopædia Britannica, 33-34.
Encyclopedia, 31-35; rules for using, 33.
Encyclopedia Americana, 35.
Encyclopedias, important, 33-35.
Engineering Index, 63.
English books, 7; copyright date wanting, 8 *note 7*; distinguishing mark, 7 *note 5*; publishers, 96; reviewed in English magazines, 88 *note 3*;
Etymology, 36-37; compared in different dictionaries, 42.

- Farmers' Bulletins, 67.
Fiction, arrangement, 19–20; call number lacking, 17, 19–20.
Finding list, 28, 72.
Fine arts, magazines, 65.
Folio, term explained, 93 *note 12*, 94.
Footnotes, 9.
Foster, W. H. Debating for Boys, 81–82.
Foster, W. T. Argumentation and Debating, 82; Essentials of
Exposition and Argument, 82.
Freeman and Chandler. World's Commercial Products, 52.
Full-bound, term explained, 92 *note 11*.
- Geography, reference books, 48–51.
Government, reference books, 46.
Government publications, indexed in magazine indexes, 67; useful
in debating, 80–81. *See also* United States.
Guide cards in catalogues, 24.
Guide letters. *See* Guide words.
Guide words, catalogue, 24, 25; dictionary, 38; encyclopedia, 32.
- Half-bound, term explained, 92 *note 11*.
Harper's Book of Facts, 56.
Harper's Dictionary of Classical Literature and Antiquities, 46–47.
Harper's Encyclopedia of United States History, 57.
Haydn's Dictionary of Dates, 56.
Heading, term defined, 21 *note*.
Henry. How to Organize and Conduct a Meeting, 84.
History, catalogue arrangement, 25; reference books, 56–57.
Hoyt. Cyclopedia of Practical Quotations, 53.
- Illustrations, list of, 9.
In print, term explained, 90 *note 9*.
Inclusive page numbers, 10.
Index, 10–12; atlas, 51; concordance, 52; magazine volumes, 59;
poetry, 11; quotations, 52–53; rules for using, 11–12; set, 11.
See also Magazine Indexes.
Individual biography, 20.
Industrial Arts Index, 71.
Intercollegiate Debates, 83.
International Library of Technology, 95 *note 16*.
International Dictionary, 41.

Introduction of a book, 9.

Judging a book without reading it, 12.

Larned. History for Ready Reference, 56–57.

Laycock and Spofford. Manual of Argumentation, 82.

Library of Congress, catalogue cards, 26–27; reference lists, 83.

Lippincott's Biographical Dictionary, 47.

Lippincott's New Gazetteer, 48.

Lists, card, 28, 72; finding, 28, 72; working bibliography, 74–77.

Literature, magazines, 65; reference books, 52–55.

Low and Pulling. Dictionary of English History, 57.

McLaughlin and Hart. Cyclopedia of American Government, 46.

Magazine indexes, 68–72; miscellaneous publications included, 66–68; rules for using, 71–72; special subjects, 71.

Magazine Subject-Index, 70–71.

Magazines, 59–66; country life, 64–65; current events, 65–66; domestic science, 64; economics, 62 *note 6*; education, 63; fine arts, 65; general, 61; geographically limited, 61; list, 60–66; literature, 65; reviews, 62; science, 63; sociology, 62; sport, 65; study of, 60; useful arts, 63–64.

Map, locating places on, 50–51.

Matson. References for Literary Workers, 84.

Mill. International Geography, 48.

Moulton. Library of Literary Criticism, 54–55.

New International Dictionary. *See* Webster's New International Dictionary.

New International Encyclopedia, 34–35.

New International Year Book, 35.

New Standard Dictionary, 40; compared with other dictionaries, 42–43; extract, 110.

New words, dictionary supplement, 37.

Newspapers, book notices, 85; use in debating, 80.

Note taking, 77–78; of author and title, 16.

Octavo, term explained, 93 *note 12*, 94.

Official Congressional Directory, 46.

Out of print, term explained, 80 *note 9*.

